SOUTH CENTRAL RAILWAY

Headquarters Office,
Personnel Branch,
Rail Nilayam,
Secunderabad.

No.SCR/P-HQ/262(a)/Gaz/S-13/AMM/70%/2024 Date: 04.11.2024.

DGM (co-ord) & Secy. to GM, SDGM, PCMM, CMM/G, CMM/M, CMM/T, CMM/E,
All DRMs, All CWMs, All Sr.DPOs, All WPOs, All Dy.CMMs,
All Sr.DMMs, CPD/RE/SC.

Sub: - Formation of panel for promotion to Group 'B' post of Assistant Material Manager in Stores Department against 70% selection quota in Level-8 of 7th CPC Pay Matrix through Centralized Computer Based Objective Type Examination (CBT)– for the vacancy cycle 01.01.2025 to 31.12.2026.

Ref: - 1) Railway Board's letter No. E(GP)2024/2/28 dated 27.09.2024.
2) Railway Board's RBE No. 93/2024.

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It is proposed to hold selection for formation of Group 'B' Panel for 7 (Seven) vacancies with the following communal break-up for the post of Assistant Material Manager (AMM) in Level-8 of 7th CPC Pay Matrix in Stores Department against 70% selection quota through the Centralized Computer Based Objective Type Examination (CBT) conducted by DG/NAIR in terms of Railway Board's letter No. E(GP)2024/2/28 dated 27.09.2024 & RBE No. 93/2024.

UR	SC	ST	Total	PwBD
5	1	1	7	1 (LD)

In terms of Railway Board's instructions contained in RBE No. 97/2022, out of 7 vacancies, one vacancy of AMM is reserved for PwBD to the following category of disability and physical requirement.

Functional Classification	Physical Requirement
LD-OA/OL, Leprosy Cured, Acid Attack victims	S, ST, BN, W, SE, MF, C, RW, H

1. **Eligibility Criteria:**

In terms of Railway Board's letter No. E(GP)2024/2/28, dated 08.10.2024 (RBE No. 93/2024), in respect of selections to Group 'B' posts in all departments, all employees who are eligible and who volunteer for the selection, should be considered without any limitation of number, as is being done in case of selection to the Group 'B' post of Assistant Personnel Officer. Accordingly, the following categories of employees working in Stores Department are eligible to appear the selection:

i. All Group 'C' Ministerial and Non-Ministerial staff working in Stores Department in Level-6 of 7th CPC Pay Matrix and above with three (3) years of non-fortuitous service in the grade as on 01.01.2025 (including non-fortuitous service rendered in the corresponding pre-revised grades) are eligible to submit their applications to the Group 'B' post of AMM against 70% Selection quota.

The eligibility conditions should have been fulfilled as on 01.01.2025 in terms of Railway Board's letter No. E(GP)2024/2/28 dated 27.09.2024.

Note: Where juniors who have completed their qualifying or eligibility service and are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility

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service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

2. **Scribe and compensatory time to PwBD employees:**

In terms of Railway Board's letter No. E(NG)I/2022/PM4/9, dated 09.12.2022 (RBE No. 162/2022), the facility of scribe and/or compensatory time shall be granted solely to those eligible PwBD employees having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent Railway medical authority as per proforma enclosed as **Annexure – 'C'.**

3. **SCHEME OF SELECTION:**

The selection will consist of (A) Written examination (B) Medical Examination & (C) Viva-voce and record of Service.

A) Written examination through Centralized Computer Based Test:

In terms of Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019 (RBE No. 53/2019) and letter No. E(GP)2005/2/69 dated 04.12.2023 (RBE No. 134/2023), the written examination through the Centralized Computer Based Test shall comprise of 100 marks consisting of 100% objective type multiple choice questions only. The question paper will contain 110 questions that include 10 questions on Raj Bhasha which are optional. The duration of the written examination will be **Two hours**. The distribution of questions will be as under:

a)	Professional Subject including optional questions of 10 marks on Official language policy and Rules	70 marks
b)	Establishment and Financial Rules	30 marks
c)	Qualifying marks	60 marks

In terms of Railway Board's letter No. E(GP)2024/2/28 dated 08.10.2024 (RBE No. 93/2024), there shall be no negative marking in written examinations held as part of Selections (70%) where the final panels are made on seniority basis.

B) Medical Examination:

Those who qualify in the written examination (CBT) will have to appear for prescribed medical Examination as per Medical Manual i.e. Group 'B' (Non-Technical) for promotion to Group 'B' post of Assistant Material Manager. Those who are found fit in the prescribed medical examination will only be called for Viva-voce as per extant instructions.

C) Viva-voce and Record of Service:

The following marks are allotted for viva-voce and Record of service:

	Maximum Marks	Qualifying Marks
Viva voce	25	30 (including at least 15 marks under record of service)
Record of service	25	

4. **Empanelment:**

Mere passing the written examination (CBT) would not make the employees eligible for promotion to the post of Assistant Material Manager. In order to qualify, apart from passing medical examination, a candidate must secure minimum prescribed qualifying marks of 60 in the written examination, 15 marks out of 25 in 'record of service' and 30 marks out of 50 in 'Viva-voce' and 'record of service' put together.

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5. **Pre-selection Coaching Classes:**

Pre-selection Coaching to the eligible 'SC' & 'ST' candidates will be arranged for a period of not be less than 60 Hours spread over to 15-20 working days (3-4 weeks) in terms of Railway Board's RBE No. 142/2019. The Venue and duration of coaching classes will be intimated by Dy.CMM/IC & Secy. to PCMM in due course. In case any candidate is unwilling to undergo pre-promotional coaching, a written declaration of unwillingness (unconditional) to attend the pre-selection coaching classes should be obtained from him/her and forward the same in one bunch to this office for record. In case any eligible reserved employee fails to attend the pre-promotional training on the specified dates, no separate pre-selection coaching will be held and they will have to appear for the written test without such pre-promotional training imparted.

6. **SYLLABUS:**

The syllabus for the 70% selection to the Group 'B' post of Assistant Material Manager in Stores Department as circulated by Railway Board vide letter No. E(GP)2022/2/4 dated 07.11.2022 is enclosed as "**Annexure-B**".

7. **SUBMISSION OF APPLICATIONS:**

a. It should be ensured that wide publicity is given to this notification amongst all the staff concerned. It is the personal responsibility of the Personnel Officers/Controlling Officers of the units to ensure that the notification reaches all the eligible employees in time.
b. Employees who fulfill the eligibility conditions shall submit their applications in the prescribed proforma **Annexure-A**.
c. The applicants should fill all the columns in the application form.
d. The applicants should put their signature with date on the application form. (Repeat signature and date both are compulsory, otherwise applications are liable to be rejected).
e. The filled in applications should be submitted by the candidates to their supervisory officials on or before **14.11.2024**.
f. The supervisory officials should forward such applications duly affixing their signature and date in each of the application invariably and forward them in one bunch under covering letter to the Personnel Department/Cadre Controlling Officer where the service register and personal files of the employees are maintained on or before **15.11.2024**.
g. The Personnel Officer/Cadre Controlling Officer will check the correctness of all the particulars in the application with the service registers and other relevant records and certify the correctness of each item of the application duly affixing signature with an endorsement as **'checked and verified'**.
h. Controlling officers/heads of the units have no discretion to entertain any application received beyond the last date. The applications received beyond the target date should not be entertained and the same should be disposed off at divisional/extra divisional level rejecting them on account of late receipt under advice to this office.
i. The Personnel Officer/cadre controlling Officer should forward the scrutinized and checked applications duly affixing their signature and date in each of the application and send the same in one bunch under one covering letter furnishing the details in the prescribed proforma **(Annexure-D)** addressed to Dy.CPO/Gaz. on or before **21.11.2024 certainly**.

Further, the details are also to be sent in soft copy (MS Excel format) in the format enclosed as **Annexure 'D'.**

Only those applications of candidates who fulfill the eligibility conditions should be forwarded. Candidates who do not fulfill the eligibility conditions should be informed by the Personnel Officer/Cadre controlling Officer duly indicating the reasons for rejection.

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Staff who are on deputation/leave/sick etc. should also be notified to enable them to submit their applications through proper channel in time. It is the responsibility of the concerned officer to bring the notification to the notice of staff on deputation/leave/sick etc. under clear acknowledgement and a copy of which may be sent to this office for record.

In case an employee is holding an ex-cadre post, details of his/her post in regular cadre with the date of entry on regular measure should be furnished.

Employees who have responded to this notification are also equally responsible to appear for the CBT examination on the scheduled date and time.

In case of any enquiries, they may contact on the following Telephone/Mobile Numbers.

	Railway No.
Ch.OS/Gaz	85437
Dealing Clerk	86855

8. Important dates:

Date	Subject
14.11.2024	Last date for submission of the applications by the candidates to their supervisory Officials.
15.11.2024	Last date for forwarding the applications by Supervisors in one bunch to their respective Personnel/Cadre controlling officers concerned.
21.11.2024	Last date for forwarding the applications duly scrutinized and checked to Dy.CPO/Gaz by Personnel/Cadre controlling officers concerned.

It is brought to the notice of concerned Personnel Officers that under no circumstances the dates mentioned above should be changed and the applications should be submitted on or before 21.11.2024 without fail. Applications forwarded after the due date i.e. after 21.11.2024, would not be entertained under any circumstances and if the applications are delayed at the Divisional/Unit level, concerned Personnel Officer will be held responsible.

Applications received beyond the target date should not be entertained and the same should be disposed off at the Divisional/Extra-Divisional level, rejecting them on account of late receipt under advice to this office.

Note: The Notification is subject to further modification/addition/deletion of the instructions issued by Railway Board at a later date.

The notification is placed on SCR's official website.

Please acknowledge the receipt of this letter with date without fail.

Encl: Annexure – A (Application), Annexure – B (Syllabus), Annexure – C (Scribe Declaration) & Annexure – D (Excel Format)

(D. Narasimha) 04/11/24.
APO/Gaz
for Principal Chief Personnel Officer

C/- Dy.CPO/Gaz: may arrange to upload the notification in the SCR website
C/- Dy.CMM/IC & Secy. to PCMM: for information and requested to ensure that the applications from the units are received in time, to process the selection further.

(D. Narasimha) 04/11/24.
APO/Gaz
for Principal Chief Personnel Officer

Sl. No. (for Gaz. Section use) ____

Annexure-A

Application for the Group 'B' post of **Assistant Material Manager (AMM)** in Level-8 of 7th CPC Pay Matrix against 70% Selection quota in Stores Department

1	Name of the employee (In Capital/Block letters)	
2	IPAS No. (11 Digit)	
3	HRMS ID (In capital letters) (6 Digit)	
4	Mobile No. (10 Digit) (as provided in HRMS)	
5	E-mail ID	
6	Present Designation, Office, Department	
7	Division/Unit	
8	Controlling officer	
9	Date of Birth	D D M M Y Y Y Y
10	Community (SC/ST/UR)	
11	Whether belongs to PwBD (Yes/No) (Reservation benefits to the notified category only)	If, Yes mention PwBD category (VI/LD/HI/MD) ____ Required Scribe ____
12	Educational Qualification (Highest qualification)	
13	Date of Appointment	D D M M Y Y Y Y
14	Medically Decategorized/Surplus and provided with alternative employment in Stores Department	**YES/NO** ____ **If, YES** Date of Absorption _____ Post _____
15	Date of regular promotion/appointment in Stores Department with (Not MACPS)	**Level-6**_____ Level-7_____
16	Service rendered in Stores Department in Level-6 and above as on 01.01.2025 (Please refer RBE No. 92/2015)	_____Years_____Months_____Days

I wish to appear to the post of AMM against 70% selection quota with reference to PCPO/SC's letter No. SCR/P-HQ/262(a)/Gaz/S-13/AMM-70%/2024 dated 04.11.2024. I am aware that, if the application is unfilled and submitted after due date i.e. 14.11.2024, the same will not be considered. I declare that my **HRMS ID, IPAS No. & Mobile No.** are verified once again and found correct.

Station:

Date: Signature of the employee with date : _____

Certification by Controlling Officer/Sr. Supervisor

The particulars furnished by the employee are verified with the available records and found to be correct. The application hereby forwarded to Sr.DPO/WPO/Personnel/Controlling Officer for further necessary action,

Signature of the Controlling Officer/Sr. Supervisor with date

Certification by Personnel/Controlling Officer

The particulars furnished by the employee are verified with Service Register and found correct. The employee is **ELIGIBLE** to appear for the examination. The application is hereby forwarded to PCPO/SC for further necessary action.

Signature of Personnel/Controlling Officer with date

ANNEXURE - 'B'

Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

1 Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.

2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.

3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.

4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.

5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.

6. The Railway Services (Conduct) Rules, 1966 and related instructions.

7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.

8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.

9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.

10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.

11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.

2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.

3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.

4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.

5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.

6. Financial & Cost Control in Railway Workshops/Sheds/Units.

7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.

8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.

9. Delegation of Powers.

10. Losses, Frauds and Embezzlements.

11. General Financial Rules

12. Government e-Market (GeM)

13. Classification of Railway Revenue (Earnings)

14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax

16. Organization of CGA and C&AG

17. Any other topic felt necessary from time to time

SYLLABUS FOR 70% SELECTION FOR PROMOTION TO GROUP 'B' POST OF AMM/ADMM IN STORES DEPARTMENT

Part-A

Professional Subject

1 Organization of Stores Dept. on Zonal Railway & Production Units.

2 Objectives of Stores Dept. in brief.

3 Functions of the Principal Chief Material Manager (PCMM) & other officers assisting him.

4 Cannons of Financial Propriety & its application to Stores Matters.

5 Delegation of Powers:

i) Its need & necessary safeguards
ii) Powers of PCMM & other officers for:
(a) Purchase, (b) Sale, (c) Write off, (d) Other misc. matters

6 Purchase of stores:

i) Important Stages in purchase cycle
ii) Purchase Policy & Rules of IR and GFR Provisions
iii) Channels & Procedures of purchase of indigenous stores
iv) Modes of tendering [including PAC purchase] & their limitations
v) Tender consideration;
a) Price determination (Reasonability/Workability)
b) Negotiations, Cartel Formation & related instructions
c) Concept & constitution of Tender Committee

vi) Purchase of M&P/RSP items including CMC
vii) Emergency Purchases
viii) Basics of iMMS & e-Procurement
ix) Procedures/Manuals related to iMMS and IREPS
x) Procurement through GeM
xi) Reverse auction
xii) Price variation clause and its operation
xiii) Buy back system of purchase
xiv) Green procurement
xv) Composite contracts and strategic procurement

7 Purchase through Centralized agencies like:
Railway Board, BLW, CLW, etc.

8 Procedure of purchase from other Govt. Dept. in brief

9 Govt. Policy of Preference:

a) Purchase/Price Preference
    i) Micro & Small Enterprises
    ii) Items reserved for procurement from MSEs
b) Purchase Preference as per Make in India Policy
c) Special benefits available to MSEs

10 Supply Contracts:

i) Important provisions of Indian Contract Act, Sale of Goods Act and GST Act
ii) IRS Conditions of Contract, General Conditions of Contract
iii) Force Majeure Clause
iv) Preparation of bid documents, special conditions, price variation and eligibility criterion etc for
    a) Rate/Running & Fixed quantity/Long term contracts
    b) Service Contract
    c) Annual maintenance Contract
    d) EPC Contract
v) Online submission of EMD & SD
vi) PO Draft/Numbering Scheme & vetting considerations
vii) Contract Management
    (1) Extension of DD/Modification of PO
    (2) Penalties for breach of contracts (LD, GD, RP)
viii) Settlement of Disputes
    a) Arbitration Clause in IRS Conditions
    b)Arbitration & Conciliation Act 1996 including Amendment Act, 2019
    c) Dispute resolution between two Govt. Deptt. Or (CPSU)

11 Import of Material:

i) Direct import by Zonal Railways/Production Units
ii) Import through Railway Board
iii) Types of Import Contracts: FOB, CFR, CIF & DDP etc.
iv) Modes of Payment, Letter of Credit & its types
v) Sea & Air freighting of Railway Materials & Insurance Covers
vi) Port clearance of imported consignments
vii) Claims settlement
viii) INCOTERMS (latest edition)

12 Strategic Sourcing (Rational Source Selection):

a) Registration of firms on Railways and IREPS
b)Vendor performance evaluation; Vendor rating; Penal Action against vendors; Alternatives available with Railways, PUs
c) Registration by RDSO
d) Supply chain concept — relevance to Railways especially PUs

13 Important Statistics on Stores matters:

a) Submitted to Railway Board, periodically
b) Included in Railway Board's annual report & GM's Narrative Report

c) Yardsticks to measure efficiency of Stores Dept.

14 Stores Budget:

a) Compilation & various review/amendments to the budget during the financial year
b) Controls to adhere to the budget provisions, Exchequer control
c) Control over stores expenditure to minimize working expenses
d) Purchase Grant
e) Zero Base Budgeting (ZBB)

15 ISO Certification/ 5S Certification/ 6 Sigma Certification:

Procedure for obtaining the certification & subsequent compliance for continuation of the same:

a) For Purchase Office,
b) For stores depot

16 Paperless Working:

a) e-Office
b) Digitally signed electronic reports in iMMS and IREPS

17 Online acceptance of tenders:

Technical Scrutiny, Tender Committee Minutes preparation& Tender acceptance/Direct acceptance, Letter of Acceptance generation and auto-generation of Purchase order

18 Procedure for keeping/retention/destruction of official records

19 Stores Depots:

a) Location
b) Functions
c) Typical Layout of a stores depot

20 Design Aspects of a Typical Stores Depot/Warehouse:

a) Important parameters to be considered for design
b) Space Management
    i) Buildings, Yards, Roads
    ii) Various types of storage arrangements
c) Materials Handling:
    i) Equipments
    ii) Unit piling, container/pallet systems
    iii) Vertical storage system
d) Important Fire Safety aspects & Latest fire fighting Techniques
e) Security Arrangements to prevent & action called for by the Depot Officer in case of incidence of the following:

    i) Theft
    ii) Pilferage
    iii) Misappropriation

iv) Provision of CCTV in Stores Depots/Divisional Depots

f) Procedure for locking & sealing of wards/go-downs in a depot and depositing/collecting the keys

g) Gate Pass

21 Depot Organization:

a) Functions/Responsibilities of Depot Officer & Subordinate Staff

b) Various sections of stores depot, its functions & working procedures

22 Receipt & Accountal of materials:

a) Procedure for receipt & accountal, in a depot

b) Consequent clearance of purchase suspense

c) Accounts checks on suppliers' bills

d) Purchase Suspense/Sales Suspense

23 Inspection of Stores:

a) Inspection Techniques

b) Various Agencies for Inspection of Railway Materials

c) Acceptance of material against WTC

d) Inspection at firm's premises & Inspection at Depot

e)Rejection of pre-inspected materials and procedure for joint inspection

f) Disposal of rejected materials

g) Warranty Claim Procedure

24 Sampling for Inspection:

a) Sampling Methods

b) Indian Standards relating to Sampling

25 Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Rexin, Oils, Paints, Non-ferrous items

26 Receipt & Issue of Stores on iMMS:

a) FIFO Method of Receipt and Issue

b) Procedure of issue of materials from stores depot to consumers other than attached workshops & debiting the indentors for stores issued

27 Properties & Preservation of stores such as: Rubber Items, chemicals, electrodes, timber, explosive/inflammable items, etc.

28 Imprest Stores:

a) Procedure for issue and supply of Imprest Stores

b) Road contract and its Management

29 Returned Stores through iMMS:

a) Its receipt & accountal in the depot

b) Valuation of returned stores

c) Monthly Credit Summaries

30 Sale of Railway Materials:

a) SAG Committee Recommendations
b) Survey Committee & its functions for various categories of stores
c) Procedure for condemnation of an asset (M&P items including Motor Vehicle)
d) Procedure for sale by tender
e) Procedure for disposal of scrap by e-auction
f) General & Special conditions of sale
g) On-line payment of BSV
h) On-line payment of EMD
i) Payment Gateway

31 Purchase by Depot/Divisional Officers:

a) Purchase Powers- Local & Cash Purchases
b) Digital recoupment of cash imprest

32 Important Components & its usages:

In carriages, wagons, diesel loco, electric loco, Metro coaches, TRD & DMU/EMUs

33 Dispatch of Railway Materials:

a) By Rail, Road
b) By Sea & Air
c) Safeguards against loss/damage in transit
d) Settlement of claims with carriers

34 Inter-depot transfers & Clearance of SINT suspense

35 Stock Verification:

a) By Accounts
b) Departmental
c) Disposal of Stock Sheets

36 Classification of Heads of Accounting & Various Suspense Heads relating to Stores

37 Codification:

i) Stores nomenclature & price lists (Unified & Non-unified)
ii) Unified Vendor Code
iii) Consignee Code
iv) Advantages of codification

38 Standardization & Variety reduction

39 Provisioning & Recoupment of Stores:

a) Maxima Minima Method
b) Annual Review Method
c) Main Depot-Sub depot arrangement
d) Economic Order Quantity (EOQ)

Annexure-C

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr./Ms/Mrs. _____ (name of the candidate), S/o /D/o a resident of_____(Village/PO/PS/District/State), aged ___ yrs, a person with_____(nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2) The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3) This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer_____	Officer/Civil Surgeon/Chief Chairperson		District	Medical

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

I _____, a candidate with _____(nature of disability/condition) appearing for the _____(name of the examination) bearing Roll No. _____at_____(name of the centre) in the _____(District)_____(name of the State). My educational qualification is_____.

2. I do hereby state that _____(name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

ANNEXURE- D

Centralised CBT for Gr.B Selection - APO 70% for the vacancy cycle 2025-26

Format of particulars of eligible applicants to be sent to NAIR

Sl. No.	Railway /PU	Post Name	Name of the applicant	I-PAS No.	HRMS ID	Designation	Mobile No.	Email ID	Place of posting	Division/ workshop/ Unit	Controlling officer	DOB (DD/MM/YYYY)	Community (UR/SC/ST)	PwBD or not (Yes/No)	If Yes, PwBD category	If a PwBD, whether entitled to scribe (Yes/No)	Proposed Exam City
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]	[18]