



**Employment Notification No. RRC/SCR/Group-D/1/2012**

**Date of Issue: 17.08.2012**

**Date & Time Closing: 1700 hrs. of 17.09.2012**

For candidates residing in Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti districts and Pangri sub-division of Chamba district of Himachal Pradesh and Andaman & Nicobar, Lakshadweep Islands and for candidates residing abroad, the closing date and time for receipt of application is **03.10.2012 up to 17:00 hrs.**

**OPEN MARKET RECRUITMENT**

*to posts in Pay Band-1 of ₹.5200-20200 with Grade Pay of ₹.1800/-*

Railway Recruitment Cell, South Central Railway, Secunderabad invites applications in prescribed format on A-4 size bond paper of 80 GSM using one side only from eligible Indian Nationals and such other candidates declared eligible by the Ministry of Home Affairs, Government of India to fill up the following posts in Pay Band-1 of ₹.5200-20200 with Grade Pay of ₹.1800/- in Secunderabad, Hyderabad, Vijayawada, Guntur, Guntakal, Nanded Divisions and Workshops at Tirupathi, Guntupalli, Lallaguda of South Central Railway. Applications complete in all respects along with required enclosures should be sent by **ordinary post** to the Assistant Personnel Officer, Railway Recruitment Cell, South Central Railway, 1<sup>st</sup> Floor, 'C' Block, Rail Nilayam, Secunderabad-500071 (A.P.) so as to reach on or before closing date and time. Applications can also be dropped in the box kept at the premises of Railway Recruitment Cell, Secunderabad till the closing date and time.

**IMPORTANT**

**Candidates to note that all the Zonal Railways are likely to issue Notification for recruitment to the posts individually; simultaneously the written examination will be held by all the Zonal Railways on the same day.**

Sl. No.	Name of the post	Department	Number of vacancies							Medical standard	
			SC	ST	OBC	UR	Total	VH	HH		OH
1	a. Asst. Cook	Commercial	2	1	4	11	18	5	1	1	C-1
	B, LV							HH	OA, OL, BL		
2	Trackman		Engineering	78	44	145	274	541	Not identified for PWD		
3	Helper-II	Civil Engg., Electrical, Mechanical, S&T, Stores	77	32	128	228	465	10	14	14	B-1
								LV	HH	OL, BL	
4	Safaiwala	C&W, Medical	3	1	2	8	14	1	1	1	C-1
								LV	HH	OL, OA	
5	Assistant Points man	Operating	24	14	54	120	212	Not identified for PWD			A-2
Grand Total			184	92	333	641	1250	16	16	16	

**Note:** OBC vacancies include quota for minorities (4.5%) as notified vide Government of India, Ministry of Personnel, Public Grievances & Pension (Department of Personnel & Training) OM No.41018/2/2011-Estt(Res), Dated 22/12/2011. This is subject to any future revision/modification of the OM No.41018/2/2011-Estt(Res), Dated 22/12/2011 issued by Government of India, Ministry of Personnel, Public Grievances & Pension (Department of Personnel & Training)

**1. ELIGIBILITY CRITERIA:**

**1.1 MINIMUM EDUCATIONAL QUALIFICATIONS:**

Candidates should possess the qualification of **10<sup>th</sup> Pass or ITI or equivalent**. Candidates appearing at and/or awaiting results of the final examinations of 10<sup>th</sup>/ITI or equivalent on the date of application are not eligible to apply.

## 1.2 AGE LIMIT:

The normal age (in completed years) for the recruitment is **18-33 years** reckoned **as on 01.01.2013**.

The upper age limit is relaxable for the following specified categories to the extent indicated below.

- i) By 5 years for candidates belonging to SC/ST communities.
- ii) By 3 years for candidates belonging to OBC communities.
- iii) By 5 years to candidates who have originally been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989.
- iv) For Persons with Disabilities (PWD) – 10 years for UR, 13 years for OBC and 15 years for SC/ST candidates.
- v) For the serving Railway Staff, the relaxation in upper age limits 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).
- vi) For those working in Quasi-Administrative offices of the Railway organization, the relaxation will be up to the length of service rendered subject to maximum 5 years.
- vii) Upper age limit in case of widows, divorced women and women judicially separated from the husband but not remarried shall be relaxed up to 35 years for Unreserved, 38 years for OBC and 40 years for SC/ST candidates.
- viii) The upper age limit in case of course completed Act Apprentices applying for those posts whose minimum qualification is Course completed Act apprenticeship shall be relaxed to the extent of apprentice training undergone by them under the Apprenticeship Act 1961.
- ix) For Ex-servicemen upto the extent of service rendered in defence plus 3 years provided they have put in more than 6 months service after attestation.

## 2. APPLICATION FEE:

(i) **₹40/- (Rupees forty only)** are, in a form of crossed Demand Draft from State Bank of India or from any other **Nationalized Bank** or crossed Indian Postal Order drawn in favour of **Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, Secunderabad – 500 071 payable at Hyderabad or Secunderabad**. Remittance of examination fee in any other form will not be accepted. These instruments should not have been issued earlier to 17.08.2012

(ii) Candidates should write their name and address at the back of the Indian Postal Order/Demand Draft.

2.1 The following categories are exempt from payment of examination fee:

- (i) Candidates belonging to SC/ST communities
- (ii) Women candidates
- (iii) Candidates belonging to minority communities
- (iv) Candidates belonging to Economically backward classes having annual family income of less than ₹50,000/-
- (v) Persons with Disabilities
- (vi) Ex-servicemen

**2.2** Minorities means Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis). For claiming waiver of examination fee, Minority candidates should furnish 'self declaration' as mentioned in annexure-7 along with application form. 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 above minority community. If the affidavit is not produced during document verification, the candidature will be rejected.

**2.3** Economically backward classes means the candidates whose annual family income is less than ₹50,000/-. Such candidates have to submit Income Certificate in the format at annexure-8 on the letter head of the issuing authority and enclose with the application.

## 2.4 PERSONS WITH DISABILITES (PWD)

The suitability of a post for persons with disability has been indicated against each post. In case of some posts, certain vacancies are specifically reserved for them. However, they may also apply as normal candidates against the vacancies earmarked for their respective community, i.e. UR/SC/ST/OBC, for those posts which have been identified suitable for persons with disabilities even if no separate vacancies are earmarked for them.

## 2.5 Definitions of Disabilities:

- (a) Blindness: 'Blindness' refers to a condition where a person suffers from any of the following conditions, namely: (i) total absence of sight; or (ii) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or (iii) limitation of the field of vision subtending an angle of 20 degree or worse.
- (b) Low vision: 'Person with low vision' means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
- (c) Hearing Impairment: 'Hearing Impairment' means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (d) (i) Locomotor disability: 'Locomotor disability' means disability of the bones, joints or muscles

leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. (ii) Cerebral Palsy: 'Cerebral Palsy' means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal or infant period of development. (iii) All the cases of orthopaedically handicapped persons would be covered under the category of 'locomotor disability or cerebral palsy' (e) DEGREE OF DISABILITY FOR RESERVATION: Only such persons would be eligible for reservation in services/posts who suffer from **not less than 40 per cent of relevant disability**. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority in the format given in **Annexure- 5**.

(f) COMPETENT AUTHORITY TO ISSUE A DISABILITY CERTIFICATE: competent authority to issue a Disability Certificate shall be a medical Board duly constituted by Central or State Government consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/cerebral/visual/hearing disability, as the case may be. (g) Visually Handicapped candidates / those candidates whose writing speed is affected by cerebral palsy can avail the **assistance of scribe** for writing answers on their behalf. For engaging the scribe the candidate will have to suitably inform the Railway Recruitment Cell in advance as per **annexure- 6**. The engagement of scribe will be subject to the following conditions:- (i) The candidates will have to arrange their own scribes at their own cost during examination. Separate admit cards will be issued to the scribes accompanying the visually handicapped candidates. Admit card should contain the particulars and photograph of the scribe duly signed by him/her. (ii) The academic qualification of the scribe should be one grade below the qualification prescribed for the post for which recruitment is made (iii) The scribe can be of any academic discipline if the recruitment is for general post. If the recruitment is for a specialized post, he/she should be from a discipline different from that of a candidate (iv) The candidates as well as the scribe will have to give a suitable undertaking (**annexure-6**) along with the application confirming that scribe fulfills all the stipulated eligibility criteria for a scribe as mentioned above. In case it transpires later, that he/she did not fulfill any of the laid down eligibility criteria or there has been suppression of material facts the candidature of the applicant will stand cancelled irrespective of the result of the examination. The visually handicapped shall be responsible for any misconduct on the part of the scribe brought by him/her. The under taking should be submitted by the visually handicapped candidates whose writing speed is affected by cerebral palsy along with his/her application. (h) All one eyed candidates and VH candidates whose visual degree of disability is less than 40% shall not be considered as visually handicapped persons and the provision of engaging scribe shall not be applicable to them. (i) All selected candidates will be subjected to medical examination by Railway

Medical Authority at the time of appointment and only those confirming to the medical standards as laid down in the Indian Railway Medical Manual and other extant provisions as the case may be will only be eligible for appointment.

### 3. HOW TO APPLY:

3.1 Candidates should submit the applications **in the format** annexed as **Annexure- 1** to this Notification.

3.2 The application should be **on good quality A-4 size bond paper (80 GSM)** using one side only. News paper cuttings should not be used as applications.

3.3 Candidates should ensure that **application on a single sheet** conforming to the above specifications. The candidates can also download the application format from the web site: [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in). Candidates using printed application form from any other source should ensure that it conforms to the prescribed format.

3.4 Candidates (including all Physically Handicapped candidates) should fill up the application form in his/her own handwriting either in Hindi or in English with blue or black ball point pen only.

3.5 **Photographs:** one recent (not earlier than three months from the date of application) colour passport size photograph with clear front view of the candidate without cap, scarf and sun glasses should be pasted on the application form in the space provided. The candidate should sign in the space provided in the box below the photograph. One identical extra colour pass port size photograph should be enclosed with the application indicating candidates name and date of birth on the reverse of the photograph. Candidates may note that RRC may reject at any stage for pasting old/unclear photograph on the application or for any significant variations between photograph pasted on the application and actual physical appearance of the candidate.

3.6 Candidates should tick (✓) mark their community in the appropriate box at column No.4 of the application. The candidates with Physical Disabilities shall tick (✓) mark in column No.5 of the application form.

**3.7 The candidate should fill the column No.8 of the application form in English only indicating his address with PIN code, even though application is in Hindi. The candidates belonging to SC/ST communities should fill the nearest Railway Station for the purpose of issuing free Railway Pass in column No.11.**

3.8 Candidates belonging to SC/ST communities should produce a community certificate in the format given in Annexure -2 of this Notification.

3.9 Candidates belonging to OBC community should produce a community certificate in the format given in Annexure - 3 of this notification. In addition the OBC candidates should enclose self-declaration of non-creamy layer status in the proforma given in Annexure-4.

3.10 The candidates seeking age relaxation under any category as mentioned at **para 1.2** above shall tick (✓) the appropriate box in the column No.13 of the application form.

3.11 Candidates who have already been debarred for life from appearing in all the examinations conducted by the Railway Recruitment Boards/Railway Recruitment Cells or those who have been debarred for a specified period which is yet to be over are not eligible to apply.

3.12 Candidates should send their applications sufficiently in advance to reach this office on or before the closing date. Railway Recruitment Cell/SCR will not be responsible for any postal delay or wrong delivery of applications.

3.13 The Candidates should copy the declaration at column No.18 of the application form in his/her own handwriting. Otherwise their applications will be rejected.

3.14 The candidates should put their left hand thumb impression at the designated box in the application form. The thumb impression must be clear and complete. Applications without left hand thumb impression will be summarily rejected.

3.15 In item No.12 of the application form the candidate should indicate any clear/visible marks of identification on their body like 'a mole on the nose (or) cut mark on the forehead', etc. The application form of the candidate is liable to be rejected if he/she does not indicate identification marks.

#### **4. TO WHOM TO APPLY:**

4.1 The filled in application form along with the required documents should be addressed to the **Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, 1<sup>st</sup> Floor, 'C' Block, Rail Nilayam, South Central Railway, Secunderabad – 500 071.**

4.2 **On the envelope** containing the application it should be clearly been written **“APPLICATION FOR ERSTWHILE GROUP-D POSTS - GRADE PAY ₹1800/-”, EMPLOYMENT NOTICE NO. RRC/SCR/GROUP-D/1/2012.**

4.3 The application should be sent by ordinary post so as to reach this Office on or before the closing date and time mentioned above. The filled in applications can also be dropped in the boxes kept for the purpose in the premises of the Railway Recruitment Cell at the above mentioned address on or before the closing date and time. Applications received by Registered Post or Speed Post etc. will not be acknowledged.

**5. ONLY ONE APPLICATION:** Each candidate should send only one application. Candidates submitting multiple applications will not be considered. Even if such a candidate gets selected inadvertently, he/she will not be offered appointment later on.

#### **6. MODE OF SELECTION:**

6.1 The recruitment procedure consists of written examination followed by Physical Efficiency Test (PET) and Medical Examination.

6.2 **Written Examination:** Written Examination consists of objective type multiple choice question paper based on 10<sup>th</sup> class standard to assess the general knowledge/awareness/mathematics/reasoning etc.

6.3 The question paper will be printed in Hindi and English and also in any one or more of the following regional languages – Telugu, Urdu, Marathi, Kannada.

6.4 **Negative Marking:** There will be negative marking for marking wrong answers. 1/3 mark will be deducted for each wrong answer. The qualifying marks for UR will be 40% and for SC/ST/OB it will be 30%.

6.5 Candidates who qualify in the written examination at 1:3 ratio will be called for Physical Efficiency Test (PET). A separate call letter indicating date, time and venue will be sent to all the eligible candidates.

6.6 Physical Efficiency Test (PET): **Passing the Physical Efficiency Test (PET) is mandatory and the same will be qualifying in nature.** The criterion for the PET is as under:-

<b>For male candidates</b>	<b>For female candidates</b>
Should be able to run for a distance of 1500 meters in six minutes in one chance.	Should be able to run for a distance of 400 meters in three minutes in one chance.

6.7 **The persons with disabilities as specified in para 2.4 are exempted from appearing for PET. However after qualifying in the written Examination such candidates will have to pass the medical examination prescribed for Persons with Disabilities so that they can be empanelled.**

6.8 The candidates who qualified in the PET will be called for the verification of the original certificates based on the merit of the written examination at 1: 1.2 ratio.

6.9 The final recruitment panel will be strictly based on merit position obtained in written examination.

#### **7. GENERAL CONDITIONS:**

7.1 Candidates before applying should carefully read the instructions and ensure that he/she fulfills all eligibility conditions at the time of submission of applications.

- 7.2 The number of vacancies shown in this notification are provisional and the same is liable to increase or decrease depending upon the actual needs of the administration.
- 7.3 Selected candidates are liable to be posted anywhere in South Central Railway.
- 7.4 Emoluments on initial appointment will be at minimum of the Pay Band + Grade Pay + Other allowances as admissible.
- 7.5 Mere selection and empanelment does not confer any right of appointment to the candidates.
- 7.6 Admission of the candidate at all stages of recruitment will be purely provisional subject to satisfying the prescribed conditions.
- 7.7 Railway Recruitment Cell reserves the right to alter the modus of examinations or conduct re-PET/re-examination or cancel part or whole of any process of recruitment at any stage.
- 7.8 Under any circumstances no damage/loss or re-fund of examination fee will be made.
- 7.9 Medical examination: The candidates recommended for appointment will have to pass the requisite medical fitness test(s) conducted by the Railway Administration to ensure that the candidates are medically fit to carry out the duties connected with the post. Only those candidates who are medically fit would be offered appointment.
- 7.10 Candidates recommended for a particular category of post with a higher medical classification will not be considered for any alternative post with lower medical classification in the event of their medical unfitness.

### **8. Enclosures to the Application:**

Candidates should enclose self-attested photocopies of the relevant certificates as mentioned below. **Original certificates should not be enclosed.**

- 8.1 Demand Draft/Indian Postal Order towards examination fee, as applicable.
- 8.2 Certificates in proof of the Date of Birth. Only 10th class or school leaving certificate will be accepted.
- 8.3 Certificates in proof of educational/technical qualifications.
- 8.4 Community certificates for candidates belonging to SC/ST/OBC communities.
- 8.5 Physical Disability Certificate for candidates in case of PH candidate.
- 8.6 Income certificate for economically backward classes candidates availing fee concession.
- 8.7 Self-declaration for candidates belonging to minority communities availing fee concession.

### **9. INVALID APPLICATIONS:**

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

- 9.1 Applications received after the closing date & time of employment notification.
- 9.2 Postal orders/Demand Drafts not enclosed or less fee enclosed or invalid IPO/DD, i.e., IPO/DD purchased before the date of issue or after closing date of employment notice.
- 9.3 Applications not in the prescribed format
- 9.4 Candidates not in possession of the required educational qualifications on the date of applying.
- 9.5 More than one application submitted by the same candidate.
- 9.6 Applications without Colour photograph, photo with cap or scarf, wearing goggles, disfigured, unrecognizable or scanned photo are affixed.
- 9.7 Applications without the declaration (Passage) being re-produced by the candidates in the application or written the passage in capital letter.**
- 9.8 Applications without signature or with signatures in capital letters or with different signatures at different places.
- 9.9 Left hand thumb impression not affixed or is blurred/smudged.
- 9.10 Copies of required enclosures as mentioned in para 8.4 not enclosed.
- 9.11 More than one application submitted in single envelope.
- 9.12 Applications which are not addressed to the Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, South Central Railway.
- 9.13 Applications which are filled in a language other than Hindi/English.
- 9.14 Any other irregularity noticed and considered invalid by the RRC.
- 9.15 Identification marks column not filled up in application form.
- 9.16 Candidates name figuring in debarred list.
- 9.17 Under aged or over aged as on 01.01.2013.
- 9.18 Variation in the information furnished in the application versus the documents enclosed.
- 9.19 Community certificate not produced in the prescribed format given in annexure(s) in case of the candidates belongs to SC/ST/OBC.
- 9.20 Leaving any column blank in the application will made incomplete/ineligible application.

## **10. MISCONDUCT:**

10.1 Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling up Application Form.

10.2 Candidates shall not bring or attempt to bring any political or other influence to further his/her interest in respect of recruitment.

10.3 Misconduct on the part of the candidate at any part of the recruitment process is strictly prohibited.

10.4 Indulgence in the above practices will result in the rejection of the candidature at any time.

10.5 Action as deemed fit necessary including criminal action will be taken by the RRC against candidates found guilty of submitting fabricated/forged/tampered certificates, using unfair means during written examination or PET, misbehavior at venues where written exam centres or PET centre, etc.

## **11. ABBREVIATIONS USED:**

SC–Scheduled Caste; ST-Scheduled Tribe; OBC-Other Backward Classes; UR-Un- reserved; VH-Visually Handicapped; HH-Hearing Handicapped; OH Orthopedically

Handicapped; B – Blind; LV – low vision; OL – one leg; OA – one armed man; BL – both legged; OAL – one arm and one leg.

## **12. Note:**

Copy of the employment notification, Application Format, Annexures can also be seen on the official website of South Central Railway [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in).

## **13. CAUTION**

**Beware of Touts and job racketeers trying to deceive you by false promises of securing job in Railways either through influence or by use of unfair or unethical means. Candidates will be selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap.**

Deputy Chief Personnel Officer (Recruitment)  
Railway Recruitment Cell / South Central Railway