



WESTERN RAILWAY RAILWAY RECRUITMENT CELL



Parcel Depot, Alibhai Premji Road, Grant Road (East), Mumbai - 400 007
Website : <https://www.rrc-wr.com>

RECRUITMENT AGAINST SCOUTS & GUIDES QUOTA FOR THE YEAR 2018-19
Employment Notification No. RRC/WR/03/2018 (S&G Quota) DATE OF ISSUE 15/12/2018



Opening Date and Time	17-12-2018, 10.00 hrs.
Closing Date and Time	16-01-2019, 22.00 hrs.

Important :

- Please read all the instructions in this notification carefully and ensure that you are eligible to apply before filling the application form Online. Detailed instructions for filling up ONLINE applications are available on the RRC-WR website: <https://www.rrc-wr.com>
- Candidates are advised in their own interest to submit Online Application much before the closing date to avoid possibility of any failure to submit application due to heavy load/jam on website.
- In case the candidate does not have a VALID personal e-mail ID he/she should create his/her e-mail ID before applying online application and must maintain that e-mail ID till the end of recruitment process.

1. Western Railway invites ONLINE applications from eligible Scouts & Guides candidates for filling up the following Posts against Scouts & Guides Quota for the year 2018-19 :-

Sr. No.	Post	Scale	Quota	Distribution
1	Level 2 (Gr. C)	Rs. 19,900-63,200	02	Anywhere on Western Railway
2	Level 1 (Erstwhile Gr. D)	Rs. 18,000-56,900	12	02 Posts each for BCT, BRC, ADI, RTM, RJT & BVP Division

Abbreviations : BCT - Mumbai, BRC - Vadodara, ADI - Ahmedabad, RTM - Ratlam, RJT - Rajkot, BVP - Bhavnagar

2. EDUCATIONAL & SCOUTING / GUIDING QUALIFICATION (As on 16-01-2019) :

2.1 Essential Minimum Education Qualification :-

No.	Post	Minimum Educational Qualification
1	Level 2 (Rs. 19,900-63,200)	Passed 12 th or its equivalent examination with not less than 50% marks in the aggregate. 50% marks are not required in case of SC / ST / Ex-servicemen/ Persons With Disabilities (PWD) candidates (40% & above)/ for the candidates of any category possessing higher qualifications i.e. Graduate/Post Graduate from a recognised University. Scouting/Guiding qualification is given in para 2.2 below.
2	Level 1 (Rs. 18,000-56,900)	10 th passed OR ITI OR equivalent OR National Apprenticeship Certificate (NAC) granted by NCVT OR 10 th passed plus ITI OR 10 th passed plus National Apprenticeship Certificate (NAC) granted by NCVT (For Civil Engineering/Mechanical/Electrical/ Signal & Telecom Departments) Scouting/Guiding qualification is given in para 2.2 below.

2.2 Scouting and Guiding 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 i.e. 2013-14 onwards. The "Certificate of Activeness" should be as per the Annexure 'A' enclosed, and
- Should have attended two events at National Level OR All Indian Railway's level AND Two events at State level.

NOTE : 1. Candidates desirous of applying for both Posts will have to apply separately for both Gr. 'C' (Level – 2 of Pay Matrix as per 7th Pay Commission) and Erstwhile Gr. 'D' (Level – 1 of Pay Matrix as per 7th Pay Commission) subject to fulfilling eligibility conditions given in para 2.1 above as the selection for Level 1 & Level 2 shall be conducted separately.
2. Persons if appointed to the category of Clerk-cum-Typist should acquire Typing proficiency of 30 w.p.m. in English or 25 w.p.m. in Hindi within a period of two years from the date of appointment and till such time their appointment to this category will be provisional.
3. The candidates having no Scouts & Guides qualifications as per 2.2 above need not apply.

- Before applying, candidates should satisfy themselves that they have the requisite qualifications from recognised Board / University / Institute as on the date of closure for online submission of the application against this notification. Those awaiting results of the final examination for the prescribed qualification are not eligible and hence should not apply.
- Notified posts are open to all candidates and candidates belonging to SC / ST / OBC / PWD / Ex. Servicemen categories who apply against this notification will be extended relaxation as admissible in a general open market recruitment. However, in case of SC / ST / OBC being selected with any relaxation on account of being a candidate from the above categories, he/she will be taken against reserved roster point. In case the relevant Caste certificates uploaded are not found to be valid, such candidates who fulfil all the norms of General category viz. Age criteria/payment of requisite fees etc. only will be treated as UR.
- Dates for various stages of recruitment process shall be intimated through RRC-WR website only. Candidates are advised to keep their personal mobile number and personal valid e-mail active throughout the recruitment process, as all communications from RRC-WR will be only through SMS/e-mail. RRC-WR will not entertain any request for change of mobile number and e-mail address at any stage.
- Candidature of the applicant is provisional at all stages of selection process subject to fulfilling the eligibility conditions.
- 8 ALL IMPORTANT MESSAGES OF THE RRC-WR SENT BY EMAIL/SMS/ UPLOADED ON RRC-WR WEBSITE WILL BE TREATED AS DEEMED TO HAVE BEEN READ AND UNDERSTOOD BY THE CANDIDATES.**

3. NATIONALITY / CITIZENSHIP

- 3.1 A candidate for appointment to Railway Services must be:
- a citizen of India, or
 - a subject of Nepal, or
 - a subject of Bhutan, or
 - a Tibetan refugee who came over to India before 1st January, 1962, with the intention of permanently settling in India, or
 - a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, the East African Countries of Kenya, Uganda and the United Republic of Tanzania or from Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

- 3.2 Any candidate whose certificate of eligibility is necessary will be allowed to appear for the written examination without the same but, if selected, the offer of appointment will be given only after the copy of the necessary eligibility certificate issued to him/her by the Government of India is submitted, else their candidature will be cancelled.

4. AGE LIMIT (As on 01-01-2019) :-

For Level 2 (Rs. 19,900 – 63,200 [7 th CPC])	Age 18 Years to 30 Years
For Level 1 (Rs. 18,000 – 56,900 [7 th CPC])	Age 18 Years to 33 Years

- 4.1 Date of birth of candidates should be between the dates given below (Both dates inclusive):-

Age Group	Upper Limit of Date of Birth (Not earlier than)			Lower Limit of Date of Birth (Not later than)
	UR	OBC-Non Creamy Layer	SC/ST	For all community/ categories
Level 2 - 18 to 30 Years	02/01/1989	02/01/1986	02/01/1984	01/01/2001
Level 1 - 18 to 33 Years	02/01/1986	02/01/1983	02/01/1981	01/01/2001

Note : The date of birth limits for SC / ST and OBC - NCL given in this table includes community age relaxation.

- 4.2 The lower and upper age limit will be reckoned on 01/01/2019. The upper age limit is relaxable as under, subject to uploading of requisite certificates only (see para 8.6) :-

Sr.No.	(A) COMMUNITY	MAXIMUM UPPER AGE LIMIT		
1	SC / ST Candidates	38 Years		
2	OBC - Non Creamy Layer Candidates	36 Years		
	(B) CATEGORIES	UR	OBC-Non Creamy Layer	SC/ST
3	Ex-Servicemen candidates who have put in more than 6 months service after attestation	33 years + Defence service + 3years	36 years + Defence service + 3years	38 years + Defence service + 3years
4	Persons With Disabilities (40% & above)	43 Years	46 Years	48Years
5	Candidates ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01/01/1980 to 31/12/1989	38 Years	41 Years	43Years
6	Candidates who are serving Group 'C' and Erstwhile Group 'D' Railway Staff, Casual Labour and Substitutes in Railways who have put in minimum of 3 years service (continuous or in broken spells)	40 Years	43 Years	45Years
7	Candidates who are working in Quasi-Administrative offices of the Railway organization such as Railway Canteens, Co-operative Societies and Institutes	33 years + length of service rendered (or) 5 Years, whichever is lower	36 years + length of service rendered (or) 5 Years, whichever is lower	38 years + length of service rendered (or) 5 Years, whichever is lower
8	Women candidates, who are widowed divorced or judicially separated from husband but not remarried	35 Years	38 Years	40 Years
9	Course Completed Act Apprentices applying for the posts for which minimum qualification is ITI / Course Completed Act Apprenticeship	33 years + extent of Apprentice Training	36 years + extent of Apprentice Training	38 years + extent of Apprentice Training
10	Candidates who are Course Completed Act Apprentice under Apprenticeship Act before attaining the age of 25 years	35 years	38 years	40 years



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NOTE :

- a. SC / ST Candidates are required to obtain and upload caste certificates in the proper Pro-forma (as per **Annexure-'B'**) from the appropriate authority and produce the original certificate at the time of Document Verification, failing which he/she may be disqualified. This is strictly required as per Chapter - XI of the Brochure (published by Govt. of India, Ministry of Personnel, Public Grievance & Pensions Department of Personnel Training, New Delhi) on verification of the claims of Schedule Castes and Schedule Tribes.
- b. **OBC candidates** are required to upload Caste Certificate with Non-Creamy layer certificate valid for the current year 2018-2019 in Central Government format (as per **Annexure-'C'**) issued on or after 01/04/2018 by the Competent Authority. Certificates should contain Caste, Date of Issue etc. and bear the Seal of the Issuing Authority.

OR

OBC candidates who have applied for latest OBC certificate with latest Non-Creamy Layer certificate are required to upload the existing OBC caste certificate in Central Government format (as per **Annexure-'C'**) issued by the Competent Authority and are also required to invariably fill and upload the **Self-declaration form** regarding current status of Non-Creamy-Layer as per **Annexure-'D'**.

All such candidates should invariably produce the latest original OBC/NCL certificate valid for the current year i.e. 2018-19 at the time of Document Verification, failing which he/she will be considered for UR category subject to fulfilling all the eligibility conditions for UR.

- Candidates belonging to community / categories in the table at para 4.2 shall be eligible for age relaxation and at para 5 (ii) for **claiming exemption in examination fee** as applicable **on uploading of requisite valid Certificates only** (see para 8.6).
- The upper age limit for Persons With Disabilities (PWDs) is relaxable by 10 years on uploading of PWD certificate (as per **Annexure-'E'**) irrespective of the fact whether the post is reserved or not, provided the post is identified as suitable for Persons With Disability(PWD) candidates.
- If a candidate is eligible for relaxation of age on more than one ground, he / she would be accorded the highest of the age relaxations (not cumulative) for which he / she is eligible.**
- The candidates should note that, only the Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted by the administration and no subsequent request for its change will be considered or granted.

5. EXAMINATION FEE :

(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 are found eligible as per notification and actually appear in the Written Test (after deducting bank charges).
(ii)	For candidates belonging to SC / ST / Ex-Servicemen / Persons With Disability (40% & above) / Women / Minorities* and Economically Backward Class**	Rs.250/- (Rupees Two Hundred Fifty Only) with a provision for refunding the same to those who are found eligible as per notification and actually appear in the Written Test (after deducting bank charges).

5.1 FEE EXEMPTIONS :

- *Minorities mean Muslims, Christians, Sikhs, Buddhists and Zoroastrians (Parsis)- For claiming exemption/refund from the examination fee, Minority candidates should upload 'self declaration' as mentioned in **Annexure-'F'** at the time of filing up of online application. At the time of Document Verification such candidates claiming exemption of examination fee will also 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, their candidature will be rejected.
- **Economically Backward Classes (EBC) will mean the candidates whose Family Income is less than Rs. 50,000/- Per Annum.

The Income Certificate as per **Annexure-'G'** issued by any of the Authorities mentioned below should be uploaded at the time of filing up online application by the candidates belonging to EBC and the same should be produced in original at the time of Document Verification.

Authorities are authorized to issue income certificate for the purpose of identifying Economically Backward Classes (EBC):-

- District Magistrate or any other Revenue Officer up to the level of Tehsildar.
- Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
- BPL card or any other certificate issued by the Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
- Union Minister may also recommend for any persons from anywhere in the country.
- Sitting Members of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.
- After ensuring the correctness of the particulars in the application form, candidates are required to pay fees through the payment gateway on RRC-WR website which has been integrated with the online application. Online fee payment through Net Banking or Debit / Credit Card will be available upto **16-01-2019** till **22.00 hrs.** No change/edit will be allowed thereafter.
- The payment can be made by using Debit Card / Credit Card / Net Banking etc by providing information as per the instructions on the computer screen. Transaction charges levied by the Bank for online payment, if any, will be borne by the candidates.
- On successful completion of the transaction e-receipt with the date entered by the candidate will be generated which should be saved/printed and retained by the candidate. The same should be produced on demand at the time of Document Verification.
- In case after completing the Registration process, the online transaction is not successfully completed, please make the online payment again. Duplication, in payment, if any will be refunded on verifying the same.
- Candidates should provide the correct details of beneficiary Bank Account in which they would like to receive the refund viz. beneficiary name, Bank name, Account number and IFSC Code while filling up the application form to facilitate refund of fees to the eligible candidates as per Para 5 (i) & (ii) above after deducting bank charges.
Fee in respect of candidates who are found ineligible shall not be refunded.

6. RECRUITMENT PROCESS (FOR BOTH LEVELS)

- The recruitment will be based on the **Written Test and Document Verification followed by Assessment of Marks for Certificates.** Candidates recommended for appointment will have to undergo **Medical Examination and should be found fit and should have requisite Medical Fitness as per the Medical Classification prescribed for the selected post.**
- Candidates should be in possession of Aadhaar Card. At the time of registration, candidates have to fill 12 digits Aadhaar Card number. The candidates not having Aadhaar number and have enrolled for Aadhaar but have not received Aadhaar Card can enter 28 digits Aadhaar Enrolment ID printed on the Aadhaar Enrolment slip.
This provision is applicable to the candidates of all states and Union Territories except the state of Jammu and Kashmir, Meghalaya and Assam. Applicants from these states can enter in the online application form, their voter ID number, valid passport number, driving license number or any other valid Government identity card at the time of online application.
Candidates have to produce original Aadhaar card or document mentioned above at the time of Document Verification.
- The date, time and venue of written examination, document verification will be fixed by the RRC and will be intimated to the eligible candidates in due course. Request for postponement of the Written Examination/Assessment of Certificates/Document Verification will not be entertained under any circumstances.
- The question paper will be in English and Hindi.
- The Written Test shall be of **60 Minutes** duration.
- Candidates should read the instructions on the e-Call letter carefully and follow them scrupulously. Failure to comply with the instructions may lead to **cancellation** of their candidature.
- Merely registering / filling up online application on RRC-WR website does not entitle the candidate to be eligible for Written Examination.
- Eligible candidates will be called for Written Test.
- Only the candidates who qualify in the Written Test will be called on the basis of merit for Document Verification and Marks on Certificates.
The candidates who apply in response to this notification and are found eligible for consideration for appointment against Scouts & Guides Quota shall be assessed on the basis of following criteria :-

(A)	Written Test	Marks
	The Written Test will consist of 40 Objective Questions (40 marks) & 1 Essay Type Question (20 marks) relating to Scouts & Guides Organisation and its activities and General Knowledge for both Level-2 & Level -1. The syllabus for the Written Test will be as per para 6.10. There will be negative marking for all Objective type questions in the Written Test and 1/3rd of the marks allotted for the question will be deducted for every wrong answer.	60
(B)	Marks on Certificates	40
1	Participation / Service rendered In National Events / National Jamboree (including All Indian Railway events) :	10
i	First Two certificates (i.e. minimum eligibility qualification)	Nil
ii	One additional event	7
iii	Two or more additional events	10
2	Participation / Service rendered in State Events / Rallies	10
i	First Two certificates (i.e. minimum eligibility qualification)	Nil
ii	One additional event	7
iii	Two or more additional events	10
3	Specialized Scouts/Guides course organised at National/State/ All Indian Railways level:	10
i	One course	7
ii	Two or more Courses	10
4	Participation in District Rallies :	10
i	One certificate	Nil
ii	Two certificates	7
iii	Three certificates	10
Total		100

- NOTE :-**
- Candidates are advised to be in readiness for **Written Test at a short notice.**
 - All certificates listed in para 6.9(B) above must contain registration number. All certificates to be issued by **Organising Authority only.**
 - All certificates should have been issued before **16-01-2019.**

6.10 SYLLABUS OF WRITTEN TEST (for both levels)

Sr. No.	Topics	Sr. No.	Topics
1	History of Scouting/Guiding;	16	Stages in Scouting/Guiding
2	Law & Promise	17	Thinking Day
3	Organization - District & State Level	18	Progressive Training of Scouts / Guides / Rovers / Rangers
4	Training Centre - District & State Level	19	Pioneering
5	Knowledge of Books	20	Handicrafts
6	Scouting for Boys / Guiding for Girls in India	21	Indian Railway Jamborette
7	Motto left hand shake	22	National Jamboree
8	Salute	23	Jamboree on the Air
9	Prayer	24	Organization at National Level
10	Flag Song	25	National Training Centres, WAGGGS / WOSM – Uprashtrapati Award Competition
11	National Anthem	26	Prime Minister Shield Competition
12	Know the National & Scouting flags	27	Community Development Programmes
13	Social Services at various occasions	28	Aims and Methods of Scouting
14	Hiking	29	How Scouting is useful in producing better citizens?
15	Proficiency Badges; How these are earned?		

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7. WRITTEN TEST & DOCUMENT VERIFICATION

7.1 a. Eligibility status: Eligibility status of the candidate shall be made available on RRC-WR website wherein the candidates are required to login to verify their eligibility and can also view the reasons for rejections and in case of accepted candidates for any error in their name, community etc. SMS / e-mail will be sent to all eligible candidates. Candidate should keep their **mobile number and e-mail active till the end of recruitment process**. RRC-WR will not entertain any request for change of mobile number and e-mail address at any stage.

b. e-Call Letter: e-Call Letter to the eligible candidate (along with e-call letter for scribe, wherever applicable) shall be available about TWO WEEKS before commencement of Written Test on the RRC-WR website for downloading. No admit card will be sent to candidate by post. However, in case of SC/ST candidates who have uploaded their proper community certificate for availing the benefit of free travel authority (Second Class Railway Pass), the e-call letter for Written Test will contain the free travel authority and such candidates will be allowed to book ticket on submission of self-attested copy of e-call letter and SC/ST certificate. During the journey, these candidates should carry original SC/ST certificate and one original prescribed proof of identity for undertaking journey failing which they will be treated as travelling without ticket and charged accordingly.

c. Document required during the written test :

Candidates should ensure that they are carrying the following documents while coming for the Written Test :-

1. e-call letter,
2. Valid photo ID (viz. Voter Card, Aadhaar Card, e-Aadhaar, Driving License, PAN Card, Passport, Identity Card issued by his/her Employer in case the candidate is a Government Employee, School/College/University Photo ID card etc) in ORIGINAL,
3. One passport size photograph,
4. SC / ST / OBC certificate, wherever applicable.

d. Mere issue of e-call letter to the candidates will NOT imply that their candidature has been finally accepted by the RRC-WR.

7.2 Candidates are also advised not to bring any valuable/costly items to the examination halls as safe-keeping of these items cannot be assured. Administration will not be responsible for any loss in this regard.

7.3 Mobile Phones, Pagers, Laptops, Calculators, Bluetooth devices or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary / judicial action including barring such candidates from appearing for future examinations.

7.4 Document Verification :

a. The eligible candidates who qualify in the Written Test will be called for Document Verification.

b. Production of original documents of Date of Birth, Educational Qualification (2.1) , Scouts & Guides Discipline (para 2.2) and para 6.9 (B), Caste Certificate, relevant certificates for relaxation in age limit and exemption in fees along with one set of self-attested photocopies of all certificates, 2 recent passport size (self attested on reverse) Photographs on the day of Document Verification/ Assessment of Certificates is mandatory failing which he/she may be disqualified and will not be allowed to appear in the Document Verification/ Assessment of Certificates.

c. Certificates in languages other than English or Hindi should be accompanied by an attested translation in English/Hindi.

d. OBC candidates who have uploaded their existing OBC caste certificate in Central Government format (as per **Annexure-'C'**) issued by the Competent Authority and also have uploaded the Self-declaration form regarding current status of Non-Creamy Layer as per **Annexure-'D'** should invariably produce the Latest OBC certificate with Non-Creamy Layer certificate valid for the current year 2018-2019 in Central Government format (as per **Annexure-'C'**) at the time of Document Verification, failing which he/she may be disqualified.

e. Candidates serving (including those undergoing induction training/probation) in any Central / State Government Department including Railways or Public Sector Undertakings may apply directly to the RRC-WR duly informing their Employer. Shortlisted candidates should produce NOC from the employer on the date of his / her DV failing which their candidature will be cancelled.

NOTE : Candidates should note that in case a communication is received from their employer by the RRC-WR withholding permission to the candidates applying for / appearing at the examination, their application / candidature will be liable to be rejected / cancelled.

f. Candidates are advised to take a printout of their application and fees receipt which may be required to be produced at the time of Written Test / Document Verification.

g. No additional time will be given to the candidates not producing their original certificates on their date of Written Test / Document Verification and the candidature of such candidates is liable to be cancelled.

h. Any deviation found in the Original documents and uploaded documents during Document Verification will lead to cancellation of candidature and also debarment for future examinations conducted by Railways. In case the candidate has changed his/her name then Gazette Notification or any other legal document as applicable should be submitted at the time of Document Verification. Such candidates should indicate their changed name in the ONLINE application. However, other details should match with the HSC / SSC or equivalent certificate. Date of such change should be prior to the date of submission of application.

i. The shortlisted eligible candidates may be required to stay for more than 1 day at the examination and Document Verification/ Assessment of Certificates venue for the selection procedure for which they will have to make their own arrangements.

7.5 There will be no interview.

7.6 RRC-WR will publish the roll numbers of only the successful candidates at every stage.

8. DOCUMENTS TO BE UPLOADED (SELF-ATTESTED) :

Candidates are required to upload the following **LEGIBLE DOCUMENTS** :-

8.1 Scanned self attested copy of **ESSENTIAL MINIMUM PRESCRIBED EDUCATIONAL QUALIFICATION** mark sheet / certificate or its equivalent as prescribed in para 2.1 of the Notification.

8.2 Scanned self-attested copy of certificate of **ESSENTIAL SCOUTS & GUIDES QUALIFICATION** as prescribed in para 2.2 of the Notification.

8.3 Scanned self-attested copy of **certificate for proof of Date of Birth / Age** (Standard 10th OR its equivalent certificate OR mark sheet indicating date of birth or School Leaving Certificate indicating date of birth).

8.4 Certificates of Activeness **Annexure "A"**.

8.5 Scanned self-attested copy of **Caste Certificate** (as per **Annexure - 'B', 'C' & 'D'**) issued by the Competent Authority for **SC / ST / OBC** candidates, wherever applicable.

8.6 Self-attested / attested copies of relevant certificates in **proof of claiming age relaxation** under **para 4.2** and for **claiming exemption in examination fee** under **para 5 viz.** Caste certificate / Death certificate of husband / Divorce decree / Judicial separation order from Competent Authority / Court of Law & Affidavit regarding not remarried / Discharge certificate / NOC from employer / PWD Certificate - **Annexure -'E'**/ Declaration for Minority - **Annexure -'F'** / EBC certificate as applicable **Annexure -'G'**.

8.7 Any certificate, photograph etc. sent separately after uploading of Application Form, will not be entertained.

8.8 Scanned Photograph, Scanned Signature.

NOTE – i: SCANNED PHOTOGRAPH / SOFT COPY OF PHOTOGRAPH

Candidates are required to upload their colour photograph (size 3.5 cm x 3.5 cm, which should not be older than three months from the date of application in colour, JPG/JPEG format, 100 DPI, size of the file should be between 20 kb and 70 kb) with clear front view of the candidate without cap and sunglasses. Candidates may note that RRC-WR may, at any stage, reject the applications for uploading old/unclear photograph or for any significant variations between photograph uploaded in the Application Form and the actual physical appearance of the candidate. Candidates are advised to keep two additional copies of the same photograph ready with them for bringing at the time of Written Test & Document Verification.

NOTE – ii: SCANNED SIGNATURE / SOFT COPY OF IMAGE OF SIGNATURE

Candidates are also required to upload their signature (size 3.5 cm x 2.5 cm, JPG / JPEG format, 100 DPI, size of the file should be between 20 kb and 30 kb). Scanned signature should be, either in English or Hindi, and in running hand and not in **BLOCK / CAPITAL** or disjointed letter.

9. INVALID APPLICATIONS / REJECTIONS :-

Applications with the following short comings / lacunas / irregularities will be rejected :-

- (i) Applications without scanned signature.
- (ii) Application without scanned photograph.
- (iii) Application with scanned photo but wearing Goggles or with cap or with wig or coloured glasses or disfigured / small size or unrecognizable.
- (iv) Not possessing the prescribed Academic and Scouts & Guides Discipline Qualification along with Certificate of Activeness as per **Annexure "A"** for the post on the date of submission of application.
- (v) Application without valid Community certificate in the proper Pro-forma from the appropriate authority.
- (vi) Relevant certificates as proof for claiming age relaxation or fee relaxation if any wherever claimed.
- (vii) Applications without proof of age.
- (viii) Applications of over-aged or under-aged candidates and also where date of birth certificates uploaded are illegible, date not filled in or wrongly filled.
- (ix) Incorrect / Incomplete applications in any form, is liable to be rejected.
- (x) Multiple Applications with minor changes of information and / or facts or varied details for same post.
- (xi) Applications without examination fee of Rs. 500/- or Rs. 250/-, wherever applicable or less fee.
- (xii) Any other form of irregularities as observed and considered as invalid by RRC-WR.
- (xiii) Copies of certificates not self-attested as mentioned in paras 8.1 to 8.6.

10. General Instructions

10.1 On completion of Registration during submission of ONLINE application, a Registration ID will be issued to each applicant. Candidates are advised to preserve / note their Registration ID for further stages of recruitment process / correspondence with RRC-WR.

10.2 Candidate need not send any application printouts or certificates or copies to RRC-WR by post. The candidature of the candidates will be considered only on the strength of the information furnished in the ONLINE application, which is subject to verification at a later date. Any deviation whatsoever found in the particulars filled in the online application with the documents uploaded or originals produced will result in disqualification of candidate at any stage of detection.

10.3 The onus is on the candidates to prove with valid documents that all the information submitted by them in the ONLINE application is true.

10.4 Emoluments on initial appointment will be minimum pay of the level of pay, plus other allowances as admissible at that time. Higher fixation of pay will not be admissible to candidates appointed against Scouts & Guides Quota.

10.5 RRC-WR conducts verification of eligibility conditions with reference to original documents only after the candidates have qualified in written examination and are shortlisted for Document Verification. RRC-WR may reject the candidature of any applicant at any stage of recruitment process in case the candidate is found to be not fulfilling the requisite criteria and if appointed, such a candidate shall be removed from service summarily.

10.6 Candidates attempting to apply with minor changes of information and / or facts to submit multiple applications for the same post against this Notification will be summarily rejected and such candidates will be debarred from all future examinations of RRB / Railway Recruitment Cell (RRC).

10.7 Candidates who have been debarred by any RRB / RRC either for life or for a specified period which is not completed should NOT apply for this notification. Their candidature will be rejected during any stage of recruitment as and when detected.

10.8 Signatures of the candidates on all documents should be identical, either in English or Hindi, and must be in running handwriting and not in block/capital or disjointed letters. Any variation in the signatures or signature in different style or language at the time of Written Test and Document Verification etc. may result in cancellation of candidature.

10.9 The Railway Administration also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all. In the event of cancellation of notified vacancies the examination fee paid by the candidates will not be refunded except for candidates who have attended the Written Test, Document Verification and all candidates who belong to exempted categories. Refer para 5 for fee exempted categories.

10.10 Selection by RRC-WR does not confer upon candidates any right of appointment in the Railways. The function of the RRC-WR is to recommend names of suitable candidates to the concerned authorities of the Head Quarter Office, Western Railway.



WESTERN RAILWAY RAILWAY RECRUITMENT CELL



...Continued from Previous Page

- 10.11 Selected candidates who finally qualify for appointment will have to give a written declaration as per **Annexure 'H'**. If the candidates violates any of the said declaration furnished by him/her, he/she should be taken up under D&AR by the concerned Authority on the recommendation of the State Chief Commissioner / District Chief Commissioner, as the case may be. The Offer of Appointment letter will be issued by the concerned Authority where the candidate is posted subject to availability of vacancies and satisfying all eligibility criteria including Medical Fitness, antecedents and character.
- 10.12 Selected candidates will have to undergo training wherever prescribed and during the training period only stipend will be paid as applicable.
- 10.13 Selected candidates have to execute Surety and / or Indemnity Bond wherever necessary.
- 10.14 Selected male candidates who are finally appointed are liable for active service in Territorial Army.
- 10.15 Free Sleeper Class Railway Pass admissible to SC / ST candidates will be part of e-call letter when they are called for various stages of selection viz. Written Test / Document Verification (as applicable) as per the details of valid caste certificate furnished in ONLINE application. At the time of obtaining reservation and travelling, the Reservation Clerk and / or Ticket Checking Staff will ask for the original SC / ST community certificate for verification of genuineness of the candidate. Any attempt to misuse this travelling authority shall lead to rejection of candidature at any stage of the selection process including debarment for future examinations.
- 10.16 Serving Defence Personnel likely to be released within one year of the closing date i.e. on or before **16/01/2020** can also apply.
- 10.17 The selection of the candidate by the Railway Administration does not confer any prescriptive right on the candidate for the post.
- 10.18 If there is **any change in the address**, the candidate in his own interest should arrange with the Post Office concerned for redirection of the communication from old to new address.
- 10.19 The Railway Administration reserves rights to rectify inadvertent error or omission at any stage of recruitment and an erroneously appointed candidate shall be liable to be **summarily removed** from Railway Service. RRC-WR will not be responsible for any inadvertent errors.
- 10.20 RRC-WR reserves the rights to conduct additional examination, Written Test and Document Verification at any stage. RRC-WR also reserves the right to cancel part or whole of any recruitment process at any stage for any of the post notified in this Employment Notice.
- 10.21 In the event of any dispute about interpretation, the English version will be treated as final.
- 10.22 In the event of any mis-statement / discrepancy in the particulars / incomplete or invalid application or candidates has suppressed any relevant information or the candidates otherwise does not satisfy the eligibility criteria for the post being detected at any stage, his / her application / candidature will be cancelled or services will be terminated without any notice.
- 10.23 Misbehaviour or misconduct will lead to summarily rejection and cancellation of candidature and no correspondence will be entertained in this matter.
- 10.24 Ordinarily, a Railway servant shall be employed throughout his service on the Railway or Railway establishment to which he / she is posted on first appointment and shall have no claim as of right for transfer to another Railway or another establishment. In the exigencies of service, however, it shall be open to the Competent Authority to transfer the Railway servant to any other department or division/unit or Railway or Railway establishment including a project in or out of India.
- 10.25 **RAILWAY'S DECISION FINAL:** The decision of the Railway Administration in all matters relating to eligibility, acceptance or rejection of the applications, issue of free rail passes, penalty for false information, allotment of posts / places to selected candidates and all other matters related with conduct of recruitment process will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection. Railway Administration reserves the right to fix any date and venue for Written Test and Document Verification, etc. change in venue or postponement of Written Test and Document Verification, etc., for its convenience, which can also be cancelled.
- 10.26 Travel Expenses: SC / ST candidates alone will be issued with IInd - Class Free Pass for their journey from their nearest Railway Station to the venue of Written Test. Others will have to make their own arrangements. No reimbursement of travel expenses will be made on any account. No TA / DA / Accommodation will be given for appearing in the selection procedure.
- 10.27 Canvassing in any form shall disqualify the candidature.
- 10.28 The Railway Administration is not responsible for any delay in delivery of e-mail or SMS. Candidates should also check their spam e-mail folder.
- 10.29 The notification alongwith all Annexures will also be available on the RRC-WR website along with detailed instructions on 'How to apply'.
- 10.30 Candidates are advised to visit the website of RRC-WR regularly for any change(s) and keep a track for updation of information / schedule of examination etc.

11. IMPERSONATION / SUPPRESSION OF FACTS – WARNING :

Any candidate found using unfair means of any kind in the Written Test and Document Verification, sending someone else in his / her place to appear in the Written Test, Document Verification and attempt to impersonate will be disqualified and debarred from appearing in all the Written Test and Document Verification of all the RRBs / RRCs for lifetime. He / she will also be debarred from getting any appointment in the Railways and if already appointed, will be removed from service. Such candidates are also liable for legal prosecution.

Candidates found submitting forged / fake certificates / documents of any kind for securing eligibility and/or obtaining privileges, including free travel for appearing in the Written Test and Document Verification shall lead to rejection of their candidature for the particular recruitment for which he / she has applied. Further, he / she will also be debarred from all Written Test and Document Verification conducted by all RRBs / RRCs all over the country for a period of 2 years / for life as deemed fit and legal action will be initiated, if warranted.

Candidate shall not bring in or attempt to bring in any political or other influence to further his / her interest in respect of the recruitment. Candidature of such candidates are liable to be rejected.

NOTE: Candidates recruited against Scouts & Guides Quota shall be terminated from service if the information and documents furnished / submitted by him/her for recruitment are "found incorrect / fake at any stage".

12. LEGAL MATTERS

Any legal matter arising out of this Employment Notice, shall fall within the legal jurisdiction of Central Administrative Tribunal, Mumbai only.

13. HELP DESK :

For any problems during the Online submission and printing of Application form, the candidates can call on Helpline Numbers **9136299182, 9136299183** from **10:00 hrs. to 17:00 hrs.** (except Sundays and Holidays) which will be available **only during the dates of online application process.** Candidates may also contact through e-mail: **wr_sng@rrc-wr.com**

14. IMPORTANT ADVISORY:

Candidates will be selected purely as per merit. Railway Recruitment Cell, Western Railway has not appointed any Agents or Coaching Centres for action on its behalf. Candidates are warned not to fall under the lure against any such claims being made by Persons/Agencies.

The ONLINE application process is a serious matter for recruitment in public service. The applicants are expected to take it in all seriousness. Any attempt by the applicants to manipulate the process by furnishing false information or mischief by uploading obscene/objectionable photograph or matter shall be dealt severely and they shall be liable for criminal action, besides other administrative action.

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. Please beware of unscrupulous elements and do not fall in their trap.

Candidates are advised to consult only the official website of RRC-WR : <https://www.rrc-wr.com> and beware of FAKE websites put up by unscrupulous elements.

**Chairman
Railway Recruitment Cell,
Western Railway**

Enclosures : Annexure 'A', 'B', 'C', 'D', 'E', 'F', 'G' & 'H'

ANNEXURE 'A'

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 : _____

(Name & Sign) Group Leader (S/G)	(Name & Sign) DOC (S/G)	Name & Sign DC (S/G)
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ANNEXURE 'B'

FORM OF CASTE CERTIFICATE FOR SC/ST CANDIDATES

The format of the certificate to be produced by Scheduled Castes or Scheduled Tribes candidates applying for appointment to posts under the Government of India.

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

The Constitution (Scheduled Castes/Scheduled Tribes) order , 1950
 The Constitution (Scheduled Castes/Scheduled Tribes) (Union Territories) order, 1951 [as amended by the Schedule Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganization Act 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976].
 The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956.
 The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order, 1959 @ as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.
 The Constitution (Dadra and Nagar Haveli) Scheduled Caste order, 1962
 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962@
 The Constitution (Pondicherry) Scheduled Caste order, 1964@
 The Constitution Scheduled Tribes (Uttar Pradesh) order, 1967@
 The Constitution (Goa, Daman and Diu) Scheduled Caste order, 1968@
 The Constitution (Goa, Daman and Diu) Scheduled Tribes order, 1968@
 The Constitution (Nagaland) Scheduled Tribes order, 1970@
 The Constitution (Sikkim) Scheduled Castes order, 1978@
 The Constitution (Sikkim) Scheduled Tribes order, 1978@
 The Constitution (Jammu & Kashmir) Scheduled Tribes order, 1989@
 The Constitution (SC) orders (Amendment) Act, 1990@
 The Constitution (ST) orders (Amendment) Act, 1991@
 The Constitution (ST) orders (Second Amendment) Act, 1991@
 The Constitution (ST) orders (Amendment) Ordinance 1996

%2. Application in the case of Scheduled Caste/Scheduled Tribe Persons who have migrated from one State/Union Territory Administration

This certificate is issued on the basis of Scheduled Caste/Scheduled Tribe certificate issued to Shri/Smt/* _____ Father/Mother of Shri/Smt./Kum* _____ of village/town* _____ District/Division* _____ of State/Union Territory* _____ who belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in State/Union Territory* issued by the _____ Dated _____

% 3. Shri / Smt / Kum* _____ and/or his/her * family, ordinarily reside(s) in village/town* _____ of _____ District/Division* of the State/Union Territory* of _____

Signature

Designation
(With seal of office).....

Place: _____
Date: _____



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(*) 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.
**List of authorities empowered to issue Caste/Tribe certificates:
i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
iii. Revenue Officers not below the rank of Tehsildar.
iv. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.
Note: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

ANNEXURE - 'C'

OBC CERTIFICATE FORMAT

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri / Smt. / Kumari _____
Son / Daughter of _____ of Village / Town _____ in District / Division in the State / Union Territory _____ belongs to the community which is recognised as a Backward Class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. dated *

Shri/Smt./Kum.* _____ 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 08.09.1993 and modified vide Government of India, Department of Personnel and Training O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017*.

Date: _____ **DISTRICT MAGISTRATE / DY. COMMISSIONER ETC.**
(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 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 the People Act, 1950.

ANNEXURE 'D'

DECLARATION

Pro-forma for declaration of OBC/NCL to be submitted by Other Backward Class Candidates who have applied for the posts against Employment Notice No. RRC/WR/03/2018 (Scouts & Guides Quota)

"I, _____ Son/Daughter of Shri _____ resident of Village /Town /City _____ District _____ State hereby declare that I belong to the (indicate your sub-caste) community which is recognised as a Backward Class by the Government of India 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 revisions through O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017.

Place: _____ **Signature of the Candidate**
Date : _____ **Name of the candidate**

ANNEXURE 'F'

Declaration for Minority Community Candidates

It is declared that I, _____ belong to the _____ Religion which is Minority Community. Therefore, I seek exemption from the payment of Examination Fee. I hereby undertake to submit the "Minority Community Declaration" affidavit on non-judicial stamp paper at the time of verification of the documents, in case I am found suitable.

Name: _____ **Signature of the Candidate**
Place: _____
Date : _____

ANNEXURE 'G'

FORMAT OF INCOME CERTIFICATE TO BE ISSUED ON LETTERHEAD AS PER PARA 3 OF THE LETTER No. E (RRB)/2009/25/21 dated 28/10/2009.

Income certificate for waiver of examination fees for examinations for Economically Backward Classes (E.B.C.).

- 1. Name of candidate : _____
- 2. Father's / Husband's name : _____
- 3. Age : _____
- 4. Residential Address : _____
- 5. Annual Family Income : _____
(in figures and in words) _____

Date of issue : _____ **Signature of Issuing Authority**
Name of Issuing Authority
Stamp of Issuing Authority

I _____ (Name), S/o _____

hereby declare that :

- 1. I shall undergo Unit Leader Training within 1 year of my posting in the Railways;
- 2. I shall open and/or run a Unit effectively.
- 3. I shall undergo progressive training from time to time.
- 4. I shall assist Railway Scout Administration, as and when required.

In the event of violation of any of the above, I may be taken up under the D&A Rules.

(Signature)

Place: _____

(Name)

Date : _____

ANNEXURE 'E'

FORM OF MEDICAL CERTIFICATE FOR PERSONS WITH DISABILITIES(PWD) NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No..... Date:.....

- 1. This is certified that
Shri/Smt./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 (a) Impaired reach (b) Weakness of grip
 - (iii) OL-One Leg affected (a) Impaired reach (b) Weakness of grip (c) Ataxic
 - (iv) OA-One Arm affected (a) Impaired reach (b) Weakness of grip (c) Ataxic
 - (v) BH-Stiff Back and Hips (cannot sit or stand)
 - (vi) MW- Muscular Weakness and limited physical endurance.
- B. Blindness or Low Vision : C. Hearing Impairment :
 - (i) B-Blind (i) D- Deaf
 - (ii) PB-Partially Blind (ii) PD- Partially Deaf(Delete the category whichever is not applicable)

Signature of candidate in the above box below the photograph

- 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 ofyears.....months.

- 3. Percentage of disability in his/her case is.....percent.

- 4. Sh./Smt./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) (Signature of Doctor) (Signature of Doctor)
Name: Name: Name:
Registration No : Registration No : Registration No :
Member, Medical Board Member, Medical Board Member/Chairperson, Medical Board

*Please delete the words which are not applicable.

Place :

Date:

Countersignature of the Medical Superintendent/CMO/Head of Hospital(with seal)

Note- (i) According to the Persons 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 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 specialist in the particular field for assessing locomotor/hearing and speech disability, 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'. **EN 37/18**