

document verification Caste Certificate from competent authorities as per the format given at Annexure – A (for SC/ST candidates) and Annexure – B (for OBC-NCL candidates).

- IV) In case of OBC-NCL candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M. No. 36033/3/2004-Estt(Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision if any received till the closing date of this Employment Notice. The candidate should ensure that he/she belongs to the OBC-Non Creamy Layer category while applying for the post against this notification. Such candidate should produce a valid OBC certificate in the prescribed format during DV. Further, in addition to the category certificate (OBC), a declaration in the prescribed format has to be furnished by the candidate during DV, that he/she does not belong to the creamy layer. Unless, fulfilling all the eligibility norms of reserved category (OBC – NCL) a candidate will not be considered against vacancies of OBC category and the candidature/application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancy only.
- V) Candidates belonging to SC/ST/OBC-NCL who fulfil required Qualification can also apply against UR vacancies. They will however, have to compete with the UR candidates and will not be eligible for any relaxation including age to such SC/ST/OBC-NCL candidates applying against UR vacancies. However, candidates have to indicate their actual category in the application.
- VI) Category status as on the closing date of Employment Notice shall only be considered for availing reservation benefits if eligible and any change in the category status of the candidate thereafter shall not be entertained.

6.0 EX-SERVICEMAN (ESM)

6.1 The term Ex-serviceman means a person who has served in any rank (whether as a Combatant or Non-Combatant) in the regular Army, Navy or Air Force of the Indian Union but does not include a person who has served in the Defence Security Corps., the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces.

And

- Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; (or)
- Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; (or)
- Who has been released from such service as a result of reduction in establishment; (or)
- Who has been released from such service after completing the specific period of engagement, otherwise than on his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;(or)
- Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributed to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; (or)
- Personnel who were on deputation in Army Postal Service for more than six months prior to 14th April 1987; (or)
- Gallantry award winners of the Armed forces including personnel of Territorial Army; or
- Ex-recruits boarded out or relieved on medical ground and granted medical disability pension w.e.f. 01.02.2006.

6.2 Persons serving in the Armed Forces of the union, who on retirement from service would come under the category of Ex-servicemen, are eligible to apply for re-employment one year before the completion of the specific terms of engagement and avail themselves of all concessions available to Ex-Servicemen but such persons shall not be permitted to leave the uniform until they complete the specific terms of engagement in the Armed Forces of the Union.

Candidates must have completed minimum 6 months of continuous service after attestation to be treated as ESM.

Accordingly, such serving Defence personnel to be released within one year of the last date of the Employment Notice (on or before 30.01.2020) can also apply, both for vacancies for Ex-servicemen and for posts not reserved for them.

- 6.3 Ex-servicemen candidates who have already secured civil employment under Central Government in Group C & D after availing of the benefits given to Ex-Servicemen will be permitted only the benefit of age relaxation as prescribed for Ex-servicemen for securing another civil employment in a higher grade or cadre in Group C/D under Central Government. Such candidates will not be considered against the vacancies reserved for Ex-servicemen in the Central Government jobs.
- 6.4 If an Ex-servicemen applies for various vacancies before joining any Civil employment, he/she can avail the benefit of reservation as Ex-Serviceman for any subsequent employment, subject to the condition that an Ex-Serviceman, as soon as he joins any Civil employment, should give self declaration/undertaking to the concerned employer about the details of application against this Employment Notice. The acknowledged copy of this declaration along with NOC from the Civil employer should be produced during DV failing which their candidature shall stand cancelled. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the Ex-Servicemen.
- 6.5 Definition of "Ex-servicemen" does not include retired/discharged personnel of Central Armed Police Forces (CAPFs) and Central Police Organisations (CPOs). Candidates applying against Ex-servicemen category should produce all documentary proofs including Category Certificates in the prescribed format during Document Verification (DV).
- 6.6 The medical Standard of Ex-serviceman will be according to Para 534 of Indian Railway Medical Manual (IRMM) Volume I, which may be accessed at www.indianrailways.gov.in

7.0 NO OBJECTION CERTIFICATE (NOC)

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 CRC 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 CRC concerned withholding permission to the candidates applying for/appearing at the examination, their application/candidature will be liable to be rejected/cancelled.

8.0 RECRUITMENT PROCESS

Only single online application has to be submitted by the candidate to the Employment Notice for the notified post through the link provided on the official website.

The entire recruitment process shall involve a **Computer Based Test (CBT), Physical Efficiency Test (PET) & Physical Measurement Test (PMT), Trade Test (TT) and Document Verification (DV).**

The date, time and venue for all the activities, namely, CBT, PET, PMT, Trade Test(TT) and DV or any other additional activity, as applicable, shall be fixed by CRC and shall be intimated in due course. Request for postponement of any of the above activity or for change of venue, date and shift will not be entertained under any circumstances.

PHASE – I – COMPUTER BASED TEST (CBT)

- CBT shall be held at different centres across the country simultaneously for all the Groups.
- Candidates shall have following language options for Computer Based Test (CBT) out of which they shall have opt for any one.
(1) Hindi (2) English (3) Urdu (4) Tamil (5) Telugu (6) Konkani (7) Malayalam (8) Kannada (9) Marathi (10) Gujarati (11) Bengali (12) Odia (13) Assamese (14) Manipuri and (15) Punjabi.
- The standard of examination will be 10th/Matric level.
- Candidates will be required to answer all questions and shall be awarded 01(one) mark for each correct answer. Negative marks shall be awarded for every wrong answer. 1/3 marks shall be deducted for every wrong answer. No mark shall be awarded or deducted for questions not attempted.**
- Detailed instructions will be mentioned in the e-call letter for CBT regarding date, venue, reporting time, attendance, capture of biometric details, terminal/seat allotment etc.
- Candidates allowed to enter the examination hall/room will be required to mark presence as prescribed which will form the basis for the absentees' statement. Signature and biometric thumb impressions of both thumbs of all candidates will be obtained as proof of appearing in the CBT test.
- After entering respective halls/rooms, candidates will take their allotted seats. Candidates will be strictly prohibited from bringing into examination halls/rooms any book or part of book, paper, calculator, mobile phones, gadgets of any description or from communicating from each other or from communicating with any person outside the examination hall/room. CCTV surveillance /videography of every hall/room of the centre shall be conducted in such a manner that the face of the candidate is captured during the examination to obviate the possibility of impersonation.
- Candidates will fill their roll numbers and other particulars as specified at the appropriate places provided for this purpose.
- No candidates will be allowed to leave the hall/room till the conclusion of the examination. After the examination is over, necessary follow-up action shall be ensured by Agency concerned as per instructions received from Chairman, Central Recruitment Committee.
- It will be necessary to obtain 35% marks (30% marks by SC and ST candidates) to qualify in the CBT.
- All the eligible candidates have to undergo a Computer Based Test on the specified date, time and venue as per the e-call letter to be downloaded by the candidates from the websites of Indian Railways. The information about the e-call letter download shall be communicated through the websites as well as personnel email communication to the candidates.

Total Duration : 45 min.

No. of Questions : 60

Question Type and Syllabus:

- General Awareness (20 marks):** Questions will be aimed at testing the candidate's general awareness of the environment around him and its application to society; to test knowledge of current events and such matters of everyday observations and experiences as may be expected of any educated person. The test will also include questions relating to Indian History, Art & Culture, Geography, Economics, General Polity, Indian Constitution, Sports, General Science etc.
- Arithmetic (20 marks):** Questions on Number systems, whole numbers, decimal and fractions and relationships between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages, interest, profit and loss, discount, use of table and graphs, mensuration, time and distance, ratio and proportion etc.
- General Intelligence & reasoning (20 marks):** Questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

PHASE – II- PHYSICAL EFFICIENCY TEST (PET) & PHYSICAL MEASUREMENT (PMT)

All candidates qualifying CBT will be called for PET and PMT. Passing PET is mandatory and the same will be qualifying in nature. No mark is to be awarded. The criteria for PET are as under:

Category	800 meters run	Long jump	High jump
Constable (Ancillary)	3 min 40 secs	9 feet	3 feet

NOTE:

- For 800 meters event only one chance will be given. For the remaining events viz Long Jump and High jump, the candidates will be given upto 2 chances each.
- Ex-servicemen shall be exempted from PET. However, they will have to undergo PMT.
- A Candidate must qualify in all Tests as per above norm to be eligible for consideration.
- All the candidates qualifying in 800 mtrs will be measured for eligibility with respect to

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height and chest. Chest measurement will be taken only for male candidates. If a male candidate's unexpanded chest measurement is below eligibility limit, expanded measurement shall not be taken and he shall be treated as disqualified.

- (v) Male candidates who do not have minimum height shall not be considered for measurement of chest and shall be treated as disqualified.
- (vi) Candidate who does not have minimum height, chest (unexpanded/expanded) shall be treated as having failed in PMT.
- (vii) **PET/PMT is qualifying in nature. No marks are to be awarded.**
- (viii) Digital impressions of both thumbs of candidates and their signature will be obtained on an Attendance Sheet as proof of appearance in the PET/PMT.
- (ix) A grievance redressal cell will be set up for redressal of grievances related to Height and Chest measurements.

PHASE - III: TRADE TEST

- (i) All candidates who qualify in PET and PMT shall undergo the Trade Test.
- (ii) Trade Test to be conducted out of 40 marks. Candidates must score a minimum of 40% (35% for SC/ST candidates) to qualify further stages of the selection.
- (iii) Candidates for the categories of Constable (Barber, Cobbler) shall bring their own tools/instruments for their Trade Test.
- (iv) The Trade Test for different trades may consists of

Sl No.	Trade	Tests
1	Barber	Handling of tools, Hair Cutting, Shaving.
2	Sweeper	Cleaning of septic tank, Sweeping, Cleaning of toilets, Cleaning of Bathrooms, Mopping floor, etc.
3	Washer man	Washing, Folding and Ironing of clothes.
4	Water Carrier	(a) Washing & Cleaning of vessels (b) Kneading of Atta and making Chapatis, Cutting of vegetables, and (c) Any one of the following : Cooking Rice/Vegetable/Dal/Sambar/Meat/ Fish/Kheer.
5	Gardener	Any two of the following : (i) Transplantation (ii) Making grafts, (iii) Maintenance of plants, knowledge of seeds and their sowing season, fertilizers and indigenous manures.
6	Tailor	Any two of the following: (i) Taking measurement and stitching of shorts (ii) Capability to carry out minor repairs, maintenance & troubleshooting of sewing machine (iii) Knowledge of tools/machines used in cutting, tailoring, etc.
7	Cobbler	Knowledge of shoe repair, Shoe Polishing, punching neat holes in leather.

PHASE - IV: DOCUMENT VERIFICATION

- (i) Based on the performance of candidates in the CBT and subject to their qualifying in PET & PMT and Trade Test, candidates will be called for Document Verification.
- (ii) In cases of two or more candidates securing same marks, their merit position shall be determined by age criteria i.e. older person shall be given higher seniority.
- (iii) Appointment of selected candidates is subject to their passing requisite Medical Fitness Test to be conducted by the Railway Administration, final verification of educational and category certificates, verification of character and antecedents of the candidates from the local Administration and successful completion of initial training.
- (iv) Candidates may please note that CRC only recommends names of the empanelled candidates and appointment is offered ONLY by the respective Railway Administration.
- (v) Candidates who do not appear for Document Verification will not be considered in the final selection, irrespective of their performance in written examination, PET/PMT and Trade Test.

FORMAT OF CERTIFICATES:

The following documents in original, as well as their self attested photo copies will be required for verification in respect of candidates who qualify in PET/PMT and Trade Test. a. 10th/Matriculation certificate as proof of age.

- b. 10th/Matriculation certificate as proof of educational qualification.
- c. Caste certificate (for SC/ST/OBC candidates) in the format prescribed for employment under Central Government.
- d. Discharge certificate for Ex-Serviceman.
- e. Two copies of self attested colour photograph.
- f. No Objection Certificate(NOC) from the present employer in case of serving Govt. employees.
- g. Domicile certificate wherever applicable.

NOTE-I: Candidates who wish to be considered against vacancies reserved/or seek age relaxation must submit the requisite/relevant certificate in original from the competent authority, in the prescribed format at the time of Document Verification. Otherwise, their claim for SC/ST/OBC/ESM status will not be entertained and their candidature/applications will be considered under General (UR) category, if eligible. Certificates obtained in any other format will not be accepted.

NOTE-II: All Certificates should be either in English or Hindi only. In case the certificates are not in English/Hindi, self-attested translated version (in Hindi/English) should be produced wherever/whenever required

NOTE-III: Minorities mean Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians (Parsis) (further revision, if any, received till the closing date of this Employment Notice). Minority candidates claiming concession of examination fee will be required to furnish 'minority category declaration' affidavit at the time of document verification to the effect that they belong to any of the above minority communities. If the certificate is not produced at the time of document verification, the candidature will be rejected. Economically Backward Classes have to submit income certificate at the time of document verification in the prescribed format on the letter head of the issuing authority.

NOTE-IV: Further, in case of OBC candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections(Creamy Layer) mentioned in Column-3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Estt.(SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-ESTT.(Res) dated 09.03.2004, and further revision, if any, received till the closing date of this Employment Notice.

NOTE-V: Failure to produce required documents will lead to disqualification of the candidate,

except for Caste Certificate, in which case the candidate will be treated as unreserved. No extension of time for production of original certificates shall be given, except in cases where the Caste certificate has been produced in a format other than prescribed, or where any certificate is claimed to have been lost/stolen(claim supported by FIR), in which case the candidate will be allowed a time extension of four(4) weeks only.

9. HOW TO APPLY: Steps to submit ONLINE Application :-

Click on the ONLINE application link for the recruitment of Constable (Ancillary) on Official website of Indian Railways and carry out the following:

- a) Confirm that you have read and understood the instructions clearly by clicking the check box.
- b) Enter your name, Date of Birth and Father's name, Mother's name, Aadhaar number(Optional), State/UT, Category, Education Board, 10th/Matric Roll number, year of passing 10th/Matric, choice of Group and preference of Zone/RPSF, mobile number and email-ID and then submit for registration. Before submitting for registration, ensure and confirm that all the information furnished above are correct as the details furnished for registration cannot be changed later.
- c) On submitting registration form, the registration number and password shall be displayed to the candidate. Also, OTPs (One Time Password) shall be sent to the registered mobile number and email along with the registration details. The candidate should retrieve the OTPs from email and mobile and then login to proceed with the filling up of application and to make payment. Candidate should note and preserve their registration number for later reference during the recruitment process. Central Recruitment Committee will not entertain any request seeking registration number.
- d) The online format of application will have the fields for Educational qualification, Gender, Religion, ESM, Minority, Economically backward class, Age relaxation eligibility category as applicable and other details.
- e) On completion of application details as above, the candidate will be directed to the payment page to choose payment mode i.e. Bank (online->net banking/credit card/debit card & offline->Other Modes->bank Branch for Challan) or Post Office Challan and complete the payment process. Please note the last date and time specified for each mode of payment and submit the application well in time.
- f) In case of online payment, candidate will be automatically directed to Part II of application for filling up additional details. Those paying through Bank-offline mode, the payment confirmation may take about an hour and hence they have to again login after 60 minutes and look for confirmation of payment status. The time period for payment confirmation shall vary from 24 hrs to 48 hrs in case of Post Office payment. On getting the confirmation status, the candidate can start filling remaining part (part III) of the application. Candidates should provide the details of beneficiary account, in which they would like to receive the refund viz. Beneficiary name, bank name, Account Number and IFSC code in the online application.

Part III of application will have following fields: Details of Educational Qualification, choice of exam language for CBT etc:-

Choice of Zone/RPSF: Candidate shall opt for a Group and shall further indicate his/her preference of Zonal Railways falling in that Group (except for Group E & F). Candidates opting for Group E and F shall have only the option of N.F.Rly. and RPSF respectively. Once Group is opted candidates will be considered against the vacancies of that particular Group only.

Choice of Trade: Candidate shall opt for a trade. Candidate will be considered against the vacancies of that particular trade only in the Group opted by him/her.

Choice of Exam Language for CBT: Candidates shall have following language options for Computer Based Test (CBT) out of which they shall have to opt for any one: - Hindi, English, Urdu, Tamil, Telugu, Konkani, Malayalam, Kannada, Marathi, Gujarati, Bengali, Oriya, Punjabi, Assamese and Manipuri.

g) Uploading of colour Photograph: Select the Upload Photo tab and upload your recent colour photograph. The photograph should comply with the following requirements.

- The Colour passport photograph with white/light colour back ground.
- Photograph of size 35mm X 45mm with name and date printed on it.
- It should be in JPG/JPEG format scanned with 100 DPI.
- The size of the photograph should be between 15 - 40 KB.
- The colour photograph may be developed in a professional studio. Photographs taken using mobile and self composed portraits or selfie may result in rejection of application.
- The photo should have clear front view of the candidate without cap and sunglasses.
- The face should occupy at least 50% of the area of the photograph with a full face view looking at the camera directly.
- The main features of the face must not be covered by hair of the head, any cloth or any shadow.
- Forehead, eyes, nose and chin should be clearly visible.
- In case the candidate wears glass, then the photograph should not have any glare on glasses.
- The photograph must match with the candidate appearance on the day of various stages of CBT, PET, PMT, TT and DV.

h) Candidates are advised to keep at least 12 (Twelve) copies of the same photograph for further use as and when required during the recruitment process.

i) Candidates belonging to SC/ST have to upload scanned copy of their SC/ST certificates (JPG/JPEG format, 50kb - 100kb) also for availing the facility of free travel authority (Second Class Railway Pass).

j) In the end, candidates have to confirm the declaration "I hereby declare that I have gone through the eligibility criteria for the post applied for and meet all the requirements therein, that all the details furnished by me in the application are true and complete to the best of my knowledge & belief and nothing has been concealed or suppressed. I also understand that in case, any of the details furnished is found untrue during any stage of recruitment or thereafter Railway Administration shall disqualify me for the post applied for and/or I shall be liable for any other action under the extant rules". After confirming the above declaration and submission of the application the entire application shall be displayed for confirmation once again and on confirmation, the candidate may take the print of the application and preserve it for reference and record.

10. MODIFICATION OF APPLICATION:

- a. After final submission of ONLINE application, in case the candidates wish to make minor changes to correct inadvertent errors in the application, the correction of data other than

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