



RTS Colony, Near Kendriya Vidyalaya, Bilaspur - 495 004 (Chhattisgarh)  
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**Open Market Recruitment to posts in Pay Band-1 with Grade Pay ₹ 1800/-**

**IMPORTANT**

Sl. No.	Name of Posts	Total Vacancies									Suitability for persons with disabilities	
		SC	ST	OBC	UR	TOTAL	Ex-service man	Medical Standard	VH	OH		HH
1	For various posts in GP ₹1800/-	181	90	325	610	1206	242	Not below B-1	03	04	04	Suitable for VH (LV), OH (OL, BL, OA), HH (For the post of Helper in Mech., Elect. and S&T Departments)
	<b>TOTAL</b>	<b>181</b>	<b>90</b>	<b>325</b>	<b>610</b>	<b>1206</b>	<b>242</b>		<b>03</b>	<b>04</b>	<b>04</b>	

### 1. ELIGIBILITY CRITERIA:

**1.1 MINIMUM EDUCATIONAL QUALIFICATIONS:**

(x) The date of birth for candidates for different age groups should be between the dates given below (Both date inclusive).

2. Examination Fee:

(II) Candidate should write his/her name and postal address at the back of the Indian Postal Order/Bank Chalan.

## 2.4 PERSONS WITH DISABILITIES (PWD):

## 2.5 DEFINITIONS OF DISABILITIES:

(iii) All the cases of orthopaedically handicapped persons would be covered under the category of 'Locomotor disability or cerebral palsy'.

(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-IV**. The engagement of scribe will be subject to the following conditions:

(I) All selected candidates will be subjected to medical examination by Railway Medical Authorities at the time of appointment and only those conforming 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.

**[NOTE:-** The visually Impaired applicants (who have opted for scribe) will be allowed one additional chance to change the scribe tan (10) days prior to the date of written examination by placing his/her request with the Railway Recruitment Cell/South East Central Railway/Bilaspur. In writing, so that necessary formalities are completed in time. Even if due to certain unseen circumstances like postal delays etc., the communication between the Railway Recruitment Cell/South East Central Railway/Bilaspur and applicants get affected, then these formalities will be completed one day before at Railway Recruitment Cell/South East Central Railway/Bilaspur.]

### 3. MODE OF APPLICATION:

**3.1** Candidates should submit the applications strictly in the format annexed at Annexure-I to this Notification. Applications in any other format shall be rejected. The application should be on a SINGLE good quality A-4 size bond paper (80 GSM) using **ONE SIDE ONLY**. Newspaper cuttings should not be used as applications. Candidates should ensure that application is on a single sheet conforming to the above specifications. The candidates can also download the application format from the website of SECR <http://www.secr.indianrailways.gov.in> and Railway Recruitment Cell website <http://www.rrcbisaspur.org>. Candidates using printed application form from any other source should ensure that it conforms to the prescribed format and above specification; otherwise the application is liable to be rejected.

[NOTE: APPLICATIONS IN MORE THAN ONE PAGE WILL BE SUMMARILY REJECTED].

**3.2** 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, failing which applications will be rejected. Only International numbers i.e. 1, 2, 3, 4 etc. should be used.

**3.3** Candidates should affix 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 and sunglasses on the application form in the space provided. Photostat/Scanned copy of photograph, Black & White photograph is not permitted. An extra identical colour photograph should be enclosed with the application indicating candidate's name, date of birth and employment notice number on the reverse of the photograph. Candidate may note that Railway Recruitment Cell may, at any stage reject the applications for pasting old/unclear, Black & White photograph on the application or for any significant variations between photographs pasted in the application form and the actual physical appearance of the candidate.

3.4 Candidates should also put their specimen signatures in the appropriate boxes in the application form. They should also affix their clear left hand thumb and right hand thumb Impressions at the space provided for. The thumb Impressions must be clear and complete. Ridges of the thumb impression must be clearly visible.

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

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- 3.6 Candidates belonging to OBC community should produce a community certificate in the format given in Annexure-VII of this notification. In addition the OBC candidates should enclose self declaration of non-creamy layer status in the proforma given in Annexure-VI. Otherwise, their claim for reserved status will not be entertained and the candidature/application of such candidates, fulfilling all the eligibility conditions for General (Un-reserved) category, shall be considered under General (UR) vacancy only.
- 3.7 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.
- 3.8 Candidates should send their applications sufficiently in advance to reach this office on or before the closing date. Railway Recruitment Cell/South East Central Railway will not be responsible for any postal delay or wrong delivery of applications.
- 3.9 Candidates Name, Date of Birth, Father's Name (as per 10th certificate/School Leaving certificate) address with PIN code, and nearest Railway Station should be written legibly in English in bold Capital letters, even if candidate fills up the application form in Hindi.
- 3.10 Candidates should copy the complete Paragraph as indicated in item number 19 of application in Hindi/English in their own running handwriting (Not in capital/spaced-out letters) otherwise their application will be rejected.
- 3.11 Candidates should indicate, in item number 16 of the application form, any clear visible marks of identification on their body. For example a mole on the nose, cut-mark on the forehead or a scar marks below the chin etc. In case there are no visible marks candidates should write "NIL". Applications are liable to be rejected for leaving the column blank.
- 3.12 Candidates should copy as much of the paragraph at item number 18 of the application form, as possible so as to fill the space provided completely, in Hindi/English in their own running handwriting (not in capital/spaced out letters) otherwise their application will be rejected.
4. WHOM TO APPLY:
- 4.1 The filled in application along with the required documents should be addressed to the Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, RTS Colony, Near Kendriya Vidyalaya, South East Central Railway, Bilaspur - 495 004 (Chhattisgarh).
- 4.2 The envelope containing the application should be clearly superscribed "Application for recruitment to the posts in Pay Band-1 + Grade Pay ₹ 1800/-", Employment Notification No. SECR/04/2013.
- 4.3 The applications should be sent by 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.
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:
- The recruitment procedure consists of Written Examination to be followed by Physical Efficiency Test (PET) and Medical Examination. The same procedure will also be applicable to Ex-servicemen candidates.
  - Candidates who fulfil the eligibility conditions will be called for Written Examination. The Question papers for the Written Examination will be based on Class 10th Standard, consisting of 100 multiple choice (four) objective type questions aiming to assess the General Knowledge/awareness/mathematics/reasoning etc. Duration of the examination will be 90 (ninety) minutes. Answer script will be Optical Mark Recognition (OMR) type and valuation will be on computers. A separate call letter indicating date, time and venue will be sent to all the eligible candidates.
  - 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 for male and female candidates is as under:
- |        |   |
|--------|---|
| Male   | Should be able to run a distance of 1000 metres in 04 minutes and 15 seconds. |
| Female | Should be able to run a distance of 400 metres in 03 minutes and 10 seconds   |
- Only those candidates who qualify in the Written Examination will be called for the Physical Efficiency Test (PET). A separate call letter indicating date, time and venue will be sent to the qualified candidates for appearing in the PET.
  - Persons with disabilities as defined in Para 2.5 are exempted from the PET. However after qualifying in the written examination such candidates have to pass the medical examination for the standards prescribed for persons with disabilities so that they can be empanelled.
  - Written Examination:** Written Examination will consist of 100 multiple choice (four) objective type questions aiming to assess the General Knowledge/awareness/mathematics/reasoning etc.
  - The duration of the examination will be 90 minutes. Answer script will be Optical Mark Recognition (OMR) type and valuation will be on computers.
  - Negative Marking:** There shall be negative marking in written examination and marks shall be deducted for each wrong answer @ 1/3 of the marks will be deducted for each wrong answer. The qualifying marks for UR will be 40% and for SC/ST/OBC it will be 30%.
  - Candidates who qualify in the written examination will be called at 1:4 ratio for Physical Efficiency Test (PET). A separate call letter indicating date, time and venue will be sent to all the eligible candidates.
  - Question paper will consist entirely of objective type questions. The question paper will be provided in Hindi, English, Marathi, Odia and Urdu languages. There will be negative marking.
  - Candidates will be called for the verification of the original certificates based on the merit of the written examination and their qualifying in the PET. At the time of verification of documents, the candidates will be allowed to exercise their choice for different categories of posts notified and also divisions/workshops for posting. The final recruitment panel will be strictly based on merit position obtained in the written examination.
7. GENERAL CONDITIONS:
- Candidates applying should carefully read the Instructions and ensure that he/she fulfils all eligibility conditions at the time of submission of applications.
  - 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.
  - Selected candidates are liable to be posted anywhere in South East Central Railway. Candidates should also note that the nature of job involves heavy and strenuous physical activity. Selected candidates may also be required to work at odd hours.
  - Emoluments on initial appointment will be at the minimum of the Pay Band + Grade Pay + Other Allowances as admissible.
  - Mere selection and empanelment does not confer any right of appointment to the candidates. Admission of the candidates at all stages of recruitment will be purely provisional subject to satisfying the prescribed eligibility conditions. Candidature of candidates can be rejected at any stage without any notice, in case it is found that the candidate is not fulfilling the prescribed eligibility conditions.
  - Railway Recruitment Cell, South East Central Railway/Bilaspur reserves the right to alter the modes of examinations or conduct re-PET/re-examination for all or for a limited number of candidates or cancel part or whole of any process of recruitment at any stage if considered necessary without assigning any reasons thereof.
  - Railway Recruitment Cell reserves the right to reject the candidature of any applicant at any stage of the process of recruitment, if any irregularity/deficiency is noticed in the application.
  - The decision of Railway Recruitment Cell in all matters relating to eligibility, acceptance or rejection of applications, issue of free rail passes, penalty for false information, mode of selection, conduct of written examination, allotment of examination centres, selection, allotment of posts to selected candidates, etc., will be final and binding on the candidates and no enquiry or correspondence will be entertained by the Railway Recruitment Cell in this regard.

9. Railway Recruitment Cell will not be responsible for any advertisement errors.
10. Under any circumstances no damage/loss or refund of examination fee will be made.
11. 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. Candidates qualifying in examination(s) for these posts but failing in prescribed medical examination(s) will not under any circumstance be considered for any alternative appointment. Candidates who do not fulfil the prescribed medical standards need not apply. The above medical standards (Criteria) are indicative and not exhaustive and apply to candidates in general.
12. Candidates recommended for a particular category of post with a higher medical classification will not be considered for any alternative posts with a lower medical classification in the event of their medical unfitness.
8. Enclosures to the Application:
- (A) Candidates should enclose self-attested photocopies of the relevant certificates as mentioned below. Original certificates should not be enclosed. All enclosures should be either in English/Hindi only. Where certificates are not in English/Hindi, self attested translated version (in Hindi/English) should be enclosed. Application without the requisite enclosures will be rejected. Any of the enclosures sent separately will not be entertained.
- Certificates in proof of the Date of Birth. Only 10th class or school leaving certificate will be accepted.
  - Certificates in proof of educational/technical qualification.
  - Community certificates for candidates belonging to SC/ST/OBC communities.
  - Candidates applying for posts against PH quota should furnish the Physical Disability Certificate issued by Authorised Medical Board constituted by either Central Government or State Government.
- [NOTE: CANDIDATES APPLYING FOR POSTS AGAINST PH QUOTA SHOULD INDICATE THE PHYSICAL DISABILITY AT INITIAL APPLICATION STAGE ITSELF. ANY APPLICATION AT ANY LATER STAGE REQUESTING FOR CONSIDERATION AGAINST PH QUOTA POSTS WILL NOT BE CONSIDERED].
- Declaration form to be given by the visually handicapped/those candidates, whose writing speed is affected by Cerebral Palsy and scribe to be engaged for writing the examination is given in Annexure-IV. Where those Candidates whose writing speed is affected by Cerebral Palsy should opt for scribe in the prescribed Col. No. 14 (a) of Annexure-I itself; a later stage application for scribe will not be entertained.
  - Copy of decree from the competent court of law for divorced/judicially separated women candidates claiming age relaxation.
  - Income certificate for economically backward class candidates availing fee concession.
  - Self-declaration for candidates belonging to minority communities availing fee concession. (Annexure-I)
- (ix) No Objection Certificate (NOC) from the competent authority, if already employed in Railways or any Government Department/Public Sector Undertaking.
- [CANDIDATES SERVING IN ANY GOVERNMENT OR PUBLIC SECTOR UNDERTAKING INCLUDING RAILWAYS MAY GIVE A DECLARATION THAT "THEY HAVE INTIMATED THE FACT OF THEIR APPLYING FOR THE EXAMINATION TO THEIR OFFICE AND IN THE EVENT OF THEIR SELECTION THEY WILL SUBMIT 'NOC' FROM THEIR EMPLOYER AT THE TIME OF DOCUMENT VERIFICATION (DV)". IN CASE THEY FAIL TO SUBMIT NOC AT THE TIME OF DOCUMENT VERIFICATION, THEIR CANDIDATURE WOULD BE CANCELLED].
- Photostat copy of requisite certificates in case of candidates claiming any other type of age relaxation.
  - Ex-servicemen candidates should submit self attested Photostat copy of the discharge certificate/book with clear mentioning of the "Total Military Service" in the specified column. They should also enclose the appropriate certificate issued by the competent authority for the equivalence of their educational/technical qualifications.
  - For Ex-servicemen who are retiring till 30.08.2014 or before have to submit "No Objection Certificate" with clear mentioning of Total Military Service.
- (B) Valid Indian Postal Order or the Bank Chalan for the amount as prescribed in the employment notification, wherever applicable, in original.
9. INVALID APPLICATIONS:
- Candidates are requested to read all instructions thoroughly before sending their applications to Railway Recruitment Cell/South East Central Railway/Bilaspur. Otherwise, their applications are likely to be rejected on one or more of the following reasons. In case the application is rejected, candidates will be intimated by business (ordinary) post regarding the reason(s) of rejection.
- Applications received before the date of notification or after the closing date & time of notification.
  - Postal Orders/Bank Chalan not enclosed wherever required or less fee enclosed or invalid IPO/Bank Chalan i.e. IPO/Bank Chalan purchased/remitted before date of issue or after closing date of notification.
- NOTE: BANK ACCOUNTS DETAILS FOR REMITTING FEES THROUGH BANK CHALLAN IS MENTIONED AT 2(i) OF THE NOTIFICATION.
- Applications not in the format prescribed at Annexure-I or which are incomplete in any manner.
  - Candidates not in possession of the required educational qualifications or are underaged/overaged or date of birth not filled or wrongly filled.
  - More than one application submitted by the same candidate.
  - Applications without photo or without the latest colour photo or photo with cap, with black and white photo, wearing goggles, disfigured or unrecognizable or scanned or Photostat copy of photo.
  - Applications without the declaration being re-produced by the candidates in the application or written in capital letter.
  - Applications without signature or with signatures in capital letters or with different signatures at different places.
  - Left thumb impression and Right thumb impression not affixed in the application or is blurred/smudged.
  - Copies of required enclosures as mentioned in Para 8 not enclosed.
  - More than one application submitted in one envelope.
  - Applications which are not addressed to the Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, RTS Colony, Near Kendriya Vidyalaya, Bilaspur - 495 004 (Chhattisgarh).
  - Applications which are filled in a language other than Hindi/English.
  - Identification marks column not filled up.
  - Candidates name is figuring in the debarred list.
  - Date and place not mentioned in the application.
  - All the enclosures should be SELF ATTESTED by the candidate.
- Note: 1) Any other irregularity noticed at any stage and considered invalid by the RRC.  
Note: 2) The candidates who do not possess left thumb and/or right thumb may endorse any other finger impression duly indicating the same.
10. MISCONDUCT:
- Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling up the Application Form.
  - Candidates shall not bring or attempt to bring any political or other influence to further his/her interest in respect of recruitment.
  - Misconduct on the part of the candidate at any part of the recruitment process is strictly prohibited.
  - Indulgence in the above practices will result in the rejection of the candidature at any time.
  - 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 PET or written examination, mis-behaviour at venues where PET is conducted or written exam centres, etc.