



**RAILWAY RECRUITMENT CELL – WESTERN RAILWAY  
WESTERN RAILWAY PARCEL DEPOT, ALIBHAI PREMJI MARG,  
GRANT ROAD (EAST), MUMBAI – 400 007.**

**WEBSITE : [www.rrc-wr.com](http://www.rrc-wr.com)**

**NOTICE REGARDING DATE OF CBT , CALL LETTER & OTHER INSTRUCTIONS**

Sub : GDCE for the post of Junior Clerk /Trains Clerk, Commercial Clerk

Ref : - 1. Notification nos.01/2019 and 2/2019 GDCE-NTPC dated 20-6-2019  
2. Notice dated 11-12-2020 regarding Eligibility List  
3. Notice dated 12-04-2022 regarding CBT

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1. In continuation of Notice dated 12-4-2022, it is advised to all ELIGIBLE employees that CBT for above Notifications will be held on **29<sup>th</sup> April '2022 & 2<sup>nd</sup> May '2022** at 12 Centers in Mumbai, Vadodara, Anand, Ahmedabad, Rajkot and Indore.
2. Concerned Employees will receive email at their registered email id containing Roll Number and link to download Call letter. Employees can download Call Letter from this Link w.e.f. 22-04-2022 using Roll Number as Login ID and Date of Birth in mm/dd/yyyy format as password. This Link will also be available on RRC-WR's website.
3. Format of Relieving letter is attached as Annx. 1 of this Notice.
4. Employees are advised to take PRINT OUT of Call Letter and Format of Relieving Letter. Employees will fill up necessary details in Relieving Letter and approach their Unit In-charge. Concerned Supervisor / In-charge after verifying the employee details will duly sign and return it to the employee. Employee has to produce Call Letter and Relieving Letter duly stamped & signed by Unit In-charge at the venue of CBT.
5. Employees are advised to read all instructions carefully and report at Examination Centre as per the Reporting Time indicated in the Call Letter. No request for change of venue, Centre will be considered.
6. CBT will consist of 100 multiple choice questions. There shall be negative marking and for each wrong answer 1/3 of allotted marks for that question will be deducted. Duration of Exam is 90 minutes (120 minutes for those who are availing SCRIBE)

7. Employees availing SCRIBE are required to carry Disability Certificate and submit details of SCRIBE (as per Annx. 2 of this Notice) at the time of reporting.
8. As a precautionary measure, all candidates are advised to wear a face mask at Exam Centre. Hence, they are advised to bring the same alongwith them.
9. Link for mock test will be made available shortly.
10. Helpline numbers of RRC office : 022-67643648 ,022-67643649

**Encl :** Annx. 1 (Format of Relieving Letter)  
Annx. 2 (Format for Scribe)

Click on the link below to download call letter after receiving Roll Number on email.

<https://cdn.digialm.com//EForms/configuredHtml/1287/76783/login.html>

**Date - 21-04-2022**

**Dy. CPO (Gaz.) - WR**



पश्चिम रेलवे  
Western Railway

No. \_\_\_\_\_

To,

Centre Incharge \_\_\_\_\_

( Name of Centre )

Office of the \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date : \_\_\_\_/04/2022

Affix latest  
passport size color  
photo duly  
attested by Unit  
Incharge

Sub : GDCE Notification no. 1/2019 & 2/2019 for the post of Junior Clerk cum Typist,  
Trains Clerk , Commercial Clerk - CBT on \_\_\_\_\_

Ref : Notice dated \_\_\_\_\_

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Reference above, the bearer of this letter Shri/Ms. \_\_\_\_\_, Designation  
\_\_\_\_\_ working in this unit is directed to report for CBT to be held on \_\_\_\_\_ at \_\_\_\_\_

His/her particulars are given as under :

1	Application No.	
2	Roll No.	
3	Name of employee	
4	Father's name	
5	Designation	
6	Station	
7	Unit / Division /Wshop/ HQ	

Specimen signature of Shri/ Ms. \_\_\_\_\_ is appended below.

Stamp

(Signature of Unit Supervisor /Incharge )

Railway Auto no. \_\_\_\_\_

**LETTER OF UNDERTAKING FOR  
USING SCRIBE**

NOTE: Candidates who are Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy / muscular dystrophy / candidates with locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.

**PARTICULARS OF SCRIBE PROPOSED TO BE  
ENGAGED BY THE CANDIDATE**

1. Name of the Candidate : .....
2. Roll No .....
3. Name of CBT Center.....
4. Qualification of Candidate .....
5. Disability Type .....
6. Name of the Scribe.....
7. Date of Birth of the Scribe.....
8. Father's Name of the Scribe.....
9. Address of the Scribe :
- (a) Permanent Address.....  
.....  
.....

- (b) Present Address.....
10. Educational Qualification of the Scribe
11. Relationship, if any, of the Scribe to the Candidate

**12. DECLARATION:**

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the Railway Recruitment Cell regarding conduct of the candidates assisted by Scribe/Scribes at this examination and hereby undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5 cm (The colour photograph should not be more than 3 months old.)
Signature of SCRIBE in the above box below the photograph

(Signature of the Candidate)

Left thumb impression of the Candidate in the box given above

(Signature of the Scribe)

Left thumb impression of the Scribe in the box given above

Signature of the Invigilator