



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 Stenographer(English/ Hindi), Junior Translator (Hindi)

Ref : - 1. Notification no.02/2021  
2. Notice dated 29-11-2023 ,7-12-2023

\*\*\*\*\*

1. In continuation of Notice dated 7-12-2023, it is advised that CBT for the above Notification will be held on 21-12-2023 at 2 Centers Ahmedabad.

Post	Shift	Reporting Time	Gate Closure Time	Exam Time
Jr. Stenographer (English)	Shift 1	7.30 am	8.30 am	9.00 to 10.30 am
Jr. Stenographer (Hindi)	Shift 2	11.00 am	12.00 pm	12.30 to 2.00 pm
Jr. Translator (Hindi)	Shift 2	11.00 am	12.00 pm	12.30 to 2.00 pm


2. No employee will be allowed to enter Exam Center after Gate Closure Time.
3. Specimen letter for relieving employees for CBT is enclosed herewith. A link to download Call Letter will be made available today.
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. Due to technical problem, scanned photo of employee is not printed on the Call Letter. Therefore, all employees are instructed to affix their current photograph on the call letter in both upper and lower portion and get the upper portion of call letter duly signed and stamped by the Sr. Subordinate / Unit In-charge in the Units/ Divisions/HQ. The employee can attend the CBT on the basis of duly certified call letter along with Relieving Letter.

-----2/-

6. 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.
7. Helpline numbers of RRC office : 022-67643649

Encl : Annx. 1 (Format of Relieving Letter)

Date: 14-12-2023

 14/12/23  
Dy. CPO (Gaz.) - WR



पश्चिम रेलवे  
Western Railway

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

/12/2023To,

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

( Name of Centre )

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

\_\_\_\_\_

\_\_\_\_\_

Date : \_\_\_\_\_

Affix latest  
passport size color  
photo duly  
attested by Unit  
Incharge

Sub : GDCE Notification no. 2/2021 for the post of Junior Stenographer(English/ Hindi),  
Junior Translator (Hindi) - CBT 21-12-2023

Ref : Notice dated 14-12-2023

\*\*\*\*\*

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. \_\_\_\_\_