



**GOVERNMENT OF INDIA**

**MINISTRY OF RAILWAYS**

**WESTERN RAILWAY**



**RAILWAY RECRUITMENT CELL**

**Parcel Depot, Alibhai Premji Road, Grant Road (East), Mumbai – 400 007.**

**Website : <https://www.rrc-wr.com>**

Notification No.05/2019 GDCE -NTPC (Graduate) Dated 30/08/2019.

**GENERAL DEPARTMENTAL COMPETITIVE EXAMINATION (GDCE)**

**SENIOR CLERK- CUM- TYPIST**

Railway Recruitment Cell invites **ONLINE** applications from **eligible serving employees** of Western Railway **as on the date of Notification** for filling up the post of **Senior Clerk Cum Typist** under NTPC (Graduate) against GDCE Quota in Level -05 in INITIAL Pay Scale Rs. 29,200/- as per vacancies indicated below:-

<b>UR</b>	<b>SC</b>	<b>ST</b>	<b>OBC-NCL</b>	<b>Total</b>
51	14	10	24	99

Schedule for ONLINE Registration & Submission of Online Application

<b>Opening Date &amp; Time</b>	<b>16/09/2019 from 10.00 hrs.</b>
<b>Closing Date &amp; Time</b>	<b>15/10/2019 Upto 18.00 hrs</b>

● **Important :**

- **Please read all the instructions in this notification carefully and ensure that you are eligible to apply before filling the application form Online available on the RRC - WR website- <https://www.rrc-wr.com>**
- **Employees 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 employee 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 Examination process.**
- **Employees should visit only RRC WR website <https://www.rrc-wr.com> regularly for further updates.**

**A) ELIGIBILITY CRITERIA:**

**(I) MINIMUM ESSENTIAL QUALIFICATION :-**

Degree from recognized University or equivalent with Typing proficiency in English /Hindi on Computer. (Pl refer Para C below )

**(II) SUITABILITY FOR PwBD EMPLOYEES:-**

**LD** (OA,OL,OAL,BL, LC, DW & AAV), **HI** (D , HH) , **VI** (B , LV) & **MD**  
(Disability 40% and above)

**(III) MEDICAL STANDARD FOR NON PwBD EMPLOYEES: C1**

**(IV) AGE CRITERIA: - (As on 1/1/2020)**

	<b>UR</b>	<b>OBC</b>	<b>SC/ST</b>	<b>LOWER LIMIT</b>
<b>UPPER LIMIT</b>	<b>02/01/1978</b>	<b>02/01/1975</b>	<b>02/01/1973</b>	<b>01/01/2002</b> <b>18 years</b>
<b>Age Group</b>	<b>42 years</b>	<b>45 years</b>	<b>47 years</b>	

**PROOF OF AGE:-** Scanned self-attested copy of Birth Certificate issued by appropriate authority OR Standard 10th or its equivalent certificate or Mark Sheet indicating Date of Birth OR School Leaving Certificate indicating Date of Birth.

**Abbreviations:** NTPC (G) Non Technical Popular Category (Graduate), Catg= Category, Gen = General, OBC-CL= Other Backward Classes- Creamy Layer, OBC-NCL = Other Backward Classes - Non Creamy Layer, SC = Scheduled Caste, ST = Scheduled Tribe, UR = Unreserved (General) GP = Grade Pay, AAV=Acid Attack Victim, B=Blind, BL=Both Legs, D=Deaf, DW=Dwarfism, HH=Hard of Hearing, HI=Hearing Impairment, ID= Intellectual Disability, LC=Leprosy Cured, LD=Locomotor Disability, LV=Low Vision, , MW= Muscular Weakness, OA=One Arm, OL=One Leg, OAL=One Arm & One Leg, MD= Multiple Disability, PwBD = Persons With Benchmark Disabilities, VI=Visually Impairment.

## **B. Syllabus for CBT:**

### **a. Mathematics:**

Number System, Decimals, Fractions, LCM, HCF, Ratio and Proportions, Percentage, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Elementary Algebra, Geometry and Trigonometry, Elementary Statistics etc.

### **b. General Intelligence and Reasoning:**

Analogies, Completion of Number and Alphabetical Series, Coding and Decoding, Mathematical Operations, Similarities and Differences, Relationships, Analytical Reasoning, Syllogism, Jumbling, Venn Diagrams, Puzzle, Data Sufficiency, Statement-Conclusion, Statement- Courses of Action, Decision Making, Maps, Interpretation of Graphs etc.

### **c. General Awareness:**

Current Events of National and International Importance, Games and Sports, Art and Culture of India, Indian Literature, Monuments and Places of India, General Science and Life Science (up to 10th CBSE), History of India and Freedom Struggle, Physical, Social and Economic Geography of India and World, Indian Polity and Governance- constitution and political system, General Scientific and Technological Developments including Space and Nuclear Program of India, UN and Other important World Organizations, Environmental Issues Concerning India and World at Large, Basics of Computers and Computer Applications, Common Abbreviations, Transport Systems in India, Indian Economy, Famous Personalities of India and World, Flagship Government Programs, Flora and Fauna of India, Important Government and Public Sector Organizations of India etc.

Minimum percentage of marks for eligibility in various categories: UR-40%, OBC (Non creamy layer) -30%, SC-30%, ST-25%.

**There shall be negative marking in the examination and 1/3 of the allotted marks for each question shall be deducted for every wrong answer.**

- C. TYPING SKILL TEST (TST) :** For the post of Senior Clerk cum Typist, Typing Skill Test of qualifying nature (marks obtained in Typing Skill test shall not be added to CBT marks while preparing the merit list). The employee should be able to type 30 words per minute (WPM) in English or 25 words per minute (WPM) in Hindi on Personal Computer only without editing tools and spell check facility.

## **D. DOCUMENT VERIFICATION :-**

- a. The eligible employee will be called for **Document Verification and e-Call letter will be available for downloading from RRC Website.**
- b. Production of original documents of Date of birth, Educational Qualification Caste Certificate, along with **one set of self-attested photo copies** of all certificates, 2 recent passport size Photographs (self-attested on reverse) e call letter and Valid

photo Identity Card issued by his/her Employer, in ORIGINAL on the day of Document Verification is mandatory.

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

#### **E. COMMUNITY CERTIFICATE:-**

The employee claiming to belong to SC/ST& OBC categories are required to produce Community Certificates are required to produce Community certificates in the prescribed Format for appointment in Central Government service (**Annexure- 'A', ,and 'B' respectively**) otherwise, their claim for reservation status (SC/ST/OBC) will not be entertained and the candidature/application of such employees, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancy only.

**OBC employee** who claim to OBC and have uploaded their existing OBC caste certificate in **Central Government format**(as per **Annexure-'B'**) **issued by the Competent Authority** and also have uploaded the **Self-declaration form** regarding current status of **Non-Creamy-Layer** as per **Annexure-'C'** should invariably produce the **Latest OBC certificate with non-creamy layer certificate valid for the current year 2019-2020 in Central Government format**(as per **Annexure-'B'**)at the time of Document Verification.

#### **GENERAL INSTRUCTIONS:-**

1. All regular employees possessing prescribed educational qualification as indicated above, **working in 7<sup>th</sup> CPC Level lower than the Grade Pay/Scale** for which GDCE is being conducted are eligible to appear in GDCE selection.
2. All regular employees possessing prescribed educational qualification as indicated above **working in same 7<sup>th</sup> CPC Level** for which GDCE is being conducted are eligible to appear in selection from non-safety to safety category posts as well as safety to safety category posts.
3. Those employees who are appearing in and/or awaiting for results of final examination of minimum qualification at the time of applying for the post are not eligible. Academic qualification must be from recognized Educational Institution / Board, otherwise candidature will be rejected.
4. The employees should possess the requisite educational qualification on the closing date of application and the same should also be endorsed in the Service Sheet of the employees.
5. Zone of consideration for GDCE will encompass staff belonging to all the Departments/Branches in a Divisions/Workshops/Headquarters office/Extra-Divisional Offices, as the case may be, subject to their applying in response to the notification.

6. **RPF/RPSF personnel are not eligible to apply against the GDCE scheme in terms of Railway Board's letter No. E (NG) I/2002/PM2/9 dated 11.8.2003.**
7. Employees selected under GDCE scheme shall be subjected to initial training of the same duration prescribed for directly recruited employees through RRC.
8. Single stage CBT-Computed Based Test (CBT) based examination, Typing skill test followed by Document Verification and Medical examination will be conducted.
9. The date, time and venue of the examination will be fixed by RRC/ Mumbai and will be intimated to the eligible employees through website as well as through SMS on registered Mobile number/or through email on registered mail address. The employees should regularly visit the website.
10. The request for postponement of examination or change of venue will not be entertained under any circumstances.
11. Eligibility of the employees will be considered only on the strength of the information furnished in the ONLINE Application. Employees need NOT send printouts of application or Certificates or copies to RRC/WR OR DIVISIONS concerned by post.
12. RRC conduct verification of eligibility conditions with reference to original documents only after the employees have qualified in all the stages of examinations and are shortlisted for Document Verification. RRC may reject the candidature of any applicant at any stage of Examination process in case the employee is found to be not fulfilling the requisite criteria and if appointed, such an employee is liable to be removed from service summarily.
13. On completion of all stages of Examination process, HQ. will allot Division /Unit as per the option of the eligible employees ONLY subject to merit, medical standard and vacancy position.
14. The standard of the examination shall be of the level of RRB examination of Notified post. The Question paper shall be of Objective Multiple Choice Type. The question paper will be in English/Hindi/Marathi/Gujarati. The Questions will be of objective type with multiple choices.
15. The selection shall be made strictly as per merit in the CBT and passing Skill Test and found fit in prescribed Medical category. Category wise merit list will be formed. The employees recommended for appointment should be fit in prescribed Medical category.
16. Shortlisted employees will be called for verification of their original documents. During document verification the employee has to bring all necessary documents in original. After satisfactory document verification, the employee will be considered for empanelment subject to fulfillment of other criteria.
17. If there is **any change in the address**, the candidate in his own interest should arrange with the Post Office concerned for redirection of any kind of communication from old to new address.

18. WR reserves rights to rectify inadvertent error or omission at any stage of Examination and an erroneously appointed candidate shall be liable to be terminated from Railway Service. WR will not be responsible for any inadvertent errors.
19. WR also reserves the right to cancel part or whole of any process at any stage for the post notified in this Notice.
20. In the event of any mis-statement / discrepancy in the particulars / incomplete or invalid application or employee has suppressed any relevant information or the employee 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.
21. The number of vacancies indicated in the GDCE notification is provisional and may reduce or even become NIL depending upon the actual needs of the Railway Administration. The administration also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all.
22. Selected employees are liable to be posted anywhere on Western Railway. Decision of Railway Administration in this regard shall be final.
23. **There is no separate reservation of posts for Persons with Benchmark Disabilities and Economically Weaker Sections as per Railway Board's letter No. E(NG)I-2018/PM1/23 dated 02/05/2019.[RBE-72/2019]**
24. Employee should read the details and instructions on the e-Call letter carefully and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of their candidature.
25. Railway Administration reserves the right to alter the modus of Examinations or re-conduct examination or to cancel part or whole any process of Examination at any stage.
26. **Assistance of Scribe:** Visually Impaired(VI) / employees whose writing speed is affected by Cerebral Palsy /muscular dystrophy/employees with Loco motor disability (one arm) can avail the assistance of Scribe for writing answers on their behalf.

Engagement of Scribe will be subject to the following conditions:

1. Employees will have to arrange for the scribe on their own.
2. The scribe so arranged should not himself/herself be the employee for this CEN for which the employee is appearing. Also same scribe should not be engaged for more than one employee. The scribe and the employee shall give a declaration to this effect. Any violation, if detected at any stage will render both the employee & the Scribe disqualified.
3. Employees opting for scribe will have to provide details of scribe as per Annexure-IV at the time of CBT and same shall be signed by both employee and scribe. Scribe should produce original valid ID proof at CBT center, and paste pass port size photograph on **Annexure-D**.
4. The employee shall be responsible for any misconduct on the part of the scribe brought by him/her during the examination.

5. Employees availing the assistance of a scribe shall be eligible for compensatory time of 20 minutes for every hour of examination.
6. All one eyed employees and employees whose visual degree of disability is less than 40% shall not be considered as Visually Impaired persons and the provision for engaging scribe shall not be applicable to them.  
Selected PwBD employees 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 be eligible for appointment.

## **F. HOW TO APPLY:**

**Eligible Serving Western Railway employee may apply ONLINE through website [www.rrc-wr.com](http://www.rrc-wr.com)**

- 1) Employees are required to go to the link provided for filling ONLINE application and fill up the personal details/BIO-DATA carefully.
- 2) Employees should ensure that their Name, Father's Name and Date of Birth match with the entries recorded in Matriculation or equivalent certificate.
- 3) Employees are advised to indicate their **personal mobile no. and personal valid e-mail IDs in the ONLINE application and keep them active during the entire Examination process for communicating them.**
- 4) Employees are further advised to visit website of RRC frequently to get the latest information or any changes about this notification. The communication with the employees will be made through SMS & e-mail only. Employees are advised to provide only their own Mobile number/ e-mail ID so that they receive such communication.
- 5) A colour photograph of size 3.5cm x 3.5cm (not older than three months from the date of application) with clear front view of the employees without cap and sunglasses should be uploaded. The photo should be only in JPEG format-100 DPI. The size of the uploaded photograph should be upto **70 kb**. Employees may note that RRC may at any stage, reject the application for uploading old/unclear photo along with online application or for any significant variations between photographs uploaded along with online application and physical appearance of the employees. Employees are advised to bring one copy of the same photograph along with Hall Ticket/e-Call Letter and original valid Photo ID at the time of examination. They are also advised to keep 3 copies of the same photograph for further use.
- 6) During submission of ONLINE application, a Unique Registration Number will be generated and issued to each employee. Employees are advised to preserve/note

their Registration Number for further stages of Examination process/ correspondence.

- 7) To avoid last minute rush, employees are advised in their own interest to submit ONLINE application much before the closing date.

#### **G. STEPS TO SUBMIT ONLINE APPLICATION**

1. Visit the website of RRC-WR i.e. [www.rrc-wr.com](http://www.rrc-wr.com)
2. Click on the "ONLINE/E-APPLICATION" link.
3. Click on the "New Registration" link.
4. Fill in the basic details viz. Name, Father's Name, Date of Birth, Community, e-mail Address and Mobile number. On submission of required details an e-mail will be received in the registered e-mail ID. Open inbox of your registered e-mail and click on the link received to proceed further.
5. Login using the Registration number & password sent in the e-mail.
6. Follow the instructions and complete the registration process step-by-step.
7. Upload your scanned recent colour photograph (of size 3.5 cm X 3.5 cm, upto 70kb, 100 DPI, ONLY JPEG format ) and scanned signature (of size 3.0 cm X 6.0 cm, up to 30kb size ONLY in JPEG format) as well as required documents.
8. Employee are advised to take a printout of their application which is required to be produced at the time of Document verification.
9. **Before submitting the application, employees should ensure and check the accuracy of all the details filled and relevant certificates uploaded and then press the SUBMIT button for online application.**
10. **For detailed procedure of ONLINE application refer to the e-help link provided on the RRC website.**



## **H. DOCUMENTS TO BE UPLOADED:-**

1. Scanned self-attested copy of Birth Certificate issued by appropriate authority OR Standard 10th or its equivalent certificate or Mark Sheet indicating Date of Birth OR School Leaving Certificate indicating Date of Birth.
2. Scanned self-attested copy of required Certificate of Educational Qualification for the post applied.
3. In the case of employees belonging to SC/ST community, Community certificate issued by the Competent Authority in the prescribe format as per Annexure - A of this Notification.
4. In the case of employees belonging to OBC community, Community certificate issued by the Competent Authority in the prescribed format as per Annexure-B of this Notification. This Certificate should specifically indicate that the employee does not belong to the persons/section Creamy Layer.
5. Employees claiming to belong to Other Backward Classes are also required to submit a **Self-Declaration** in the prescribed format. (Annexure –C of this Notification) to ensure the production of latest OBC certificate at the time of Document Verification.

## **I. INVALID APPLICATIONS:-**

1. Application without scanned Photo and scanned Signature.
2. Applications without proof of age i.e. Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate OR School Leaving certificate only.
3. Applications of over-aged or under-aged employee and also where date of birth certificates uploaded are illegible, date not filled in or wrongly filled.
4. Not having the requisite Education Qualification at the time of closing date of application.
5. Application without uploading the requisite certificates for eligibility.
6. Application without valid Community certificate as per para E above in the proper Pro-forma from the appropriate authority.
7. Any other form of irregularities as observed and considered as invalid by RRC.

## **J. ACTION AGAINST EMPLOYEES FOUND GUILTY OF MISCONDUCT :-**

- 1 Employees are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form.
- 2 Employees are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding such discrepancy should be submitted.
- 3 Misconduct on the part of the employees at any stage of the Examination process is strictly prohibited.
4. Employees shall not bring or attempt to bring any political or other influence to further his/her interest in respect of Examination. Attempting in such practice will be viewed seriously and their candidature shall be rejected without any notice.
5. Any employees found by the Railway Recruitment Cell to be guilty of:
  - a. Canvassing support for his candidature by any means;
  - b. Impersonation;
  - c. Taking help of impersonator ;
  - d. Submitting fabricated/tampered documents ;
  - e. Making statements which are incorrect or false, or suppressing material information ;
  - f. Resorting to any other irregular or improper means for furtherance of his candidature for the selection ;
  - g. Using unfair means during the examination, or possessing , carrying or using mobile phone, calculator or any other such instrument ;
  - h. Committing mischief in any other manner in the examination hall ;Harassing or doing bodily harm to the staff employed by the RRC-WR for the conduct of the test may, in addition to action under relevant provisions of the Rules/Laws which render him liable to criminal prosecution may further-

- i. be disqualified by the RRC-WR from selection for which he is a employees,  
or
- ii. be debarred, either permanently or for a period decided by the RRC-WR,  
from any examination or selection conducted by any of the Railway  
Recruitment Cells / Railway Recruitment Boards.  
or/and
- iii. be taken up for disciplinary action under the appropriate rules.

**NOTE :-**

- (i) List of eligible employees will be notified on RRC website.**
- (ii) Call letter for the written examination will be issued ONLINE.**
- (iii) For any legal issues arising out of this Employment Notice, the Jurisdiction shall be under Hon'ble Central Administrative Tribunal, Mumbai only.**

**K. RAILWAY RECRUITMENT CELL'S DECISION FINAL:-**

The decision of RRC-WR in all matters relating to eligibility, acceptance or rejection of the applications, issue of free rail passes, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centre, allotment of posts/places to selected employees and all other matters related with conduct of Examination process will be final and binding on the employees, and no enquiry or correspondence will be entertained in this connection.

**Chairman  
Railway Recruitment Cell  
Western Railway**

**PROFORMA FOR CASTE CERTIFICATE FOR SC/ST EMPLOYEES**

**(Format of certificate to be produced by employees belonging to Scheduled Castes or Scheduled Tribes in support of Claim)**

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

- The Constitution (Scheduled Caste) / (Scheduled Tribes) Order, 1950.
- The Constitution (Scheduled Caste) (Union Territories) Order, 1951.
- The Constitution (Scheduled Tribes) (Union Territories) order, 1951 (as amended by the Scheduled Caste and Scheduled Tribes Lists Modification), Order, 1956. The Bombay Re-organisation Act 1960, The Punjab Re-organisation Act, 1966, The State of Himachal Pradesh Act, 1970, The North Eastern Areas Re-organisation Act, 1971, and the Scheduled Caste / Scheduled Tribes Order (Amendment) Act, 1976.
- The Constitution (Jammu and Kashmir) Scheduled Caste / Scheduled Tribe Order, 1956.
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes / Scheduled Tribes Order, 1962.
- The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- The Constitution Scheduled Tribes (Uttar Pradesh) Order, 1967.
- The Constitution (Goa, Daman and Diu) Scheduled Castes / Scheduled Tribes Order, 1968.
- The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- The Constitution (Sikkim) Scheduled Caste / Scheduled Tribes Order, 1978.
- The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
- The Constitution (SC) Orders (Amendment) Act, 1990.
- The Constitution (ST) Orders (Amendment) Act, Ordinance 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. / Kum\* \_\_\_\_\_ Father / Mother of Shri / Smt. / Kum \_\_\_\_\_ of Village / town in 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 \_\_\_\_\_ (Name of prescribed authority) vide their No. \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Smt./Kum.\* \_\_\_\_\_ and or his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division of State/Union Territory of \_\_\_\_\_ Place \_\_\_\_\_ State/Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(with seal of office) \_\_\_\_\_

(\* Please delete the words which are not applicable) (\* Please quote specific presidential offer) (\*). Delete the Paragraph which is not applicable. (\*)

**Please Note: The term \*Ordinarily resides\* used will have the same meaning as in Section 20 of the Representation of the People Act, 1950.**

**List of Authorities empowered to issue caste / tribe certificates :**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner / Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenues Officers not below the rank of Tehsildar.
4. Sub Divisional Officer of the area where the employees and / or his family normally resides.

**Annexure - B**

**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 8.9.1993  
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 employee 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.**

**PROFORMA FOR DECLARATION TO BE SUBMITTED BY OTHER BACKWARD CLASS EMPLOYEES ALONGWITH THE APPLICATION**

**DECLARATION**

“ 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 recognized 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 person / sections ( Creamy Layer) mentioned in column 3 of the Scheduled to the above referred Office Memorandum dated 08.09.1993 and its subsequent through O. M. No. 36033/3/2004-Estt(Res) dated 09.03.2004”.

Place : \_\_\_\_\_

Signature of the Employee \_\_\_\_\_

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

Name of the Employee \_\_\_\_\_

**LETTER OF UNDERTAKING FOR USING SCRIBE**

NOTE: Employees who are Visually Impaired (VI)/employees whose writing speed is affected by Cerebral Palsy / Muscular Dystrophy / employees 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 EMPLOYEES**

1. Name of the Employee : .....
2. Roll No .....
3. Name of CBT Center.....
4. Qualification of Employee .....
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 Employee

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

**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 employee 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 employee. In case, subsequently it is found qualification of scribe is not as declared by the employee, I (the employee) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe himself/herself is not an employee 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 employee of this examination.

(Signature of the Employee)

(Signature of the Scribe)

**Left thumb impression of the Employee in the box given above**

**Left thumb impression of the Scribe in the box given above**

Signature of the Invigilator