

EASTERN RAILWAY
RAILWAY RECRUITMENT CELL
56, C. R. Avenue/Kolkata - 700012
Website : www.rrcer.com & www.er.indianrailways.gov.in

NOTIFICATION

NOTIFICATION NO.02/2018 – GDCE TRAFFIC DEPARTMENT – (GRADUATE)
DATED: 24/07/2018 (Only for Serving Eastern Railway Employees)

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| Opening Date & Time for ONLINE Registration & Filling of Application | 24/07/2018 10.00 Hrs. |
| Closing Date & Time for ONLINE Registration & Filling of Application | 23/08/2018 18.00 Hrs. |

ONLINE APPLICATION FOR GENERAL DEPARTMENTAL COMPETITIVE EXAMINATION (GDCE)

1. Online application are invited from the regular employees of Eastern Railway for filling up of following posts (30% vacancies against Direct Recruitment Quota) in PB-1 Rs.5200-20200 with Grady Pay Rs.2800/- (Level V in Pay Matrix as per 7th CPC) as per vacancies indicated below:

a)

| Post | Medical Classification | UR | SC | ST | OBC | Total | Training Period |
|-------------|------------------------|----|----|----|-----|-------|--------------------|
| Goods Guard | A-2 (Without Glass) | 61 | 18 | 09 | 32 | 120 | Less than One year |

b) Educational Qualification:

- i) Minimum Educational / Technical Qualification : Degree from a recognized University.
Diploma in Rail Transport & Management,
ii) Experience Transport Economic, Multi Model Transport
(Containerization) & Logistic Management
iii) Acceptable equivalent qualifications, if any Awarded by the Institute of Rail Transport, Rail Bhavan, New Delhi, will be an additional desirable qualification.

c) Eligibility:

Regular Railway employees of Eastern Railway, who are working in grades lower than the above notified post i.e. who are working in PB-I with GP 1800/-, 1900/-, 2000/-, 2400/- and the same grade i.e. GP Rs.2800/- are only eligible to apply online for the above post at RRC-ER's website www.rrcer.com and Eastern Railway's website www.er.indianrailways.gov.in The scope of GDCE may be applied in all categories in DRQ of this Railway. Running staff may also appear in GDCE.

d) Non-Eligibility:

- i) RPF/RPSF personnel are not eligible to apply for GDCE in terms of Railway Board's letter No. E(NG)I/2002/PM2/9 dated. 11-08-2003.
- ii) Law Assistant, Catering Inspector & Accounts Cadre are not eligible to apply in terms of Railway Board's letter No. E(NG)I/2000/PN2/12 dated 21/08/2001 (RBE No. 165/2001).
- iii) In no cases persons working in higher grade posts be allowed to appear in GDCE.

2. AGE LIMIT:- Age will be reckoned as on 01/07/2018.

The Date of Birth of the candidates should be between the dates shown below (Both dates inclusive)

| Age Group | Upper Date of Birth | | | Lower Date of Birth |
|-----------|---------------------|------------|------------|---------------------|
| | UR | OBC | SC/ST | |
| | 01-07-1976 | 01-07-1973 | 01-07-1971 | 01-07-2000 |
| 18 to 42 | 18 to 45 | 18 to 47 | | |

3. PROOF OF AGE:-

- 3.1 Birth Certificate issued by appropriate authority or
- 3.2 Matric/SSC/SSLC certificate or mark sheet indicating Date of Birth issued by Board
- 3.3 School leaving/Transfer certificate issued by Schools/College Authority.

4. Educational Qualification:-

Mentioned in Para 1(b) above.

Those awaiting results of the final examination need NOT apply.

Candidates having higher educational qualification may also apply.

5. Places where the candidates will be required to serve:-

All over Eastern Railway.

6. Stipend admissible during the training period:-

Rs.29200/- as stipend + usual Allowances as admissible as per laid down rules.

7. Detail of Agreement/Security deposit/Bond to be signed/furnished by the candidate:-

Indemnity bond as per extent Rules/procedure to be executed by the candidates concerned.

8. HOW TO APPLY:-

Eligible Eastern Railway employee may apply ONLINE through website of RRC/ER (www.rrcer.com) and website of Eastern Railway (www.er.indianrailways.gov.in)

- 8.1 Candidates are required to go to the link provided for filling ONLINE application and fill up the personal details/BIO-DATA carefully.
- 8.2 Candidates should ensure that their Name, Father's Name and Date of Birth match with the entries recorded in Matriculation or equivalent certificate.
- 8.3 Candidates 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 recruitment process for communicating them.
- 8.4 Candidates are further advised to visit website of RRC frequently to get the latest information or any changes about this notification. The communication with the candidates will be made through SMS & e-mail only. Candidates are advised to provide only their own Mobile number/ e-mail ID so that they receive such communication.
- 8.5 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 candidate without cap and sunglasses should be pasted. Candidates are advised to paste one copy of the same photograph attested by his Controlling Officer on the printout of 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.
- 8.6 During submission of ONLINE application, a Unique Registration Number will be generated and issued to each candidate. Candidates are advised to preserve/note their Registration Number for further stages of recruitment process/ correspondence.
- 8.7 To avoid last minute rush, candidates are advised in their own interest to submit ONLINE application much before the closing date.
- 8.8 Candidate should obtain at least 3 printouts of the applications.
- 8.9 Fill up the application online and take 3 printouts, paste photograph and get attested by Controlling Officer. Put your left hand thumb impression, put your signature, submit in triplicate and collect the acknowledgement well in advance before the closing date.
- 8.10 He should enclose required enclosures with the application as mentioned in Para-10 of the notification and submit the application in triplicate to his Controlling Officer (not below the rank of Asstt. Officer), take acknowledgement latest by 03/09/2018 failing which candidature will be cancelled.
- 8.11 Application received directly at Head Quarters or RRC will not be entertained.
- 8.12 Candidates should ensure their eligibility before applying. Admission of the candidates for examination would be on the basis of information furnished by them in the online application. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the post/posts, his/her candidature will be cancelled forthwith and DAR action will be initiated against the candidate.
- 8.13 No change, whatsoever, will be entertained after final submission of on-line application and hard copy should be the same as submitted online.

9. STEPS TO SUBMIT ONLINE APPLICATION

1. Visit the website of RRC-ER i.e. www.rrcer.com & website of Eastern Railway i.e. www.er.indianrailways.gov.in
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. Item no. 1 to 13 of the application form is mandatory and to be filled up by the applicants. 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. Submit the application. Take 3 copies of print out.
8. It may be noted that RRC/ER will not be held responsible if a candidate is unable to fill application form because of lack of understanding of the procedure.
9. All communications regarding the recruitment will be made through SMS and e-mail. Candidates are also advised to visit website of RRC/ER regularly where relevant information will be uploaded periodically. RRC/ER accepts no responsibility for non-receipt of any communication.

10. ENCLOSURES:-

- 10.1 Proof of Date of Birth as mentioned at Para 3.
- 10.2 Copies of Certificates of Educational Qualification as stated in para-1(b) above.
- 10.3 Community certificate in case of SC/ST and OBC Certificate and a self-declaration by OBC candidate as per proforma Annexure-3 available on the website.

11. Community Certificate

- 11.1 SC/ST Candidates: Candidates claiming to belong to SC / ST communities are required to submit Community Certificate from the Competent Authority in the prescribed format (Annexure - 1 of this Notification),
- 11.2 OBC Candidates:
 - a. Candidates claiming to belong to Other Backward Classes are required to submit valid Community Certificate from the Competent Authority in the prescribed format. This Certificate should specifically indicate that the candidate does not belong to the persons / sections (Creamy layer). (Annexure - 2 of this Notification),
 - b. Candidates claiming to belong to Other Backward Classes are also required to submit a self declaration in the prescribed format. (Annexure - 3 of this Notification),
 - c. OBC certificate should not be older than one year from the date of issue of notification.

NOTE: Candidates applying against reserved vacancies (SC/ST/OBC) and/or seeking age relaxation must submit requisite caste certificate in the prescribed format from the competent authority. Otherwise, their claim for reservation status (SC/ST/OBC) will not be entertained 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.

12. INVALID APPLICATIONS:-

- 12.1 Hard copy of ONLINE applications with enclosures not submitted to RRC through proper channel.
- 12.2 Incomplete or illegible application.
- 12.3 Unsigned/undated application application/applications with unclear and Smudged thumb impressions.
- 12.4 Without colour photograph or affixing/attaching Xerox copy of photograph.
- 12.5 Without signature on the bottom of the application.
- 12.6 Not having proof of Date of Birth.
- 12.7 Not having proof of Educational Qualification.
- 12.8 Any other irregularity which are considered invalid by RRC/ER.

13. WRITTEN EXAMINATION :-

- 13.1 Examination will be conducted ONLINE. Therefore, candidates should regularly visit RRC website www.rrcer.com to check the date of examination and download the HALL TICKET/E-Call Letter.
- 13.2 Candidates are advised to paste one photograph on the printout of the Hall Ticket/E-Call Letter and get it attested by his Controlling Officer and bring alongwith valid photo ID at the time of examination.
- 13.3 The Question paper shall be of Objective Multiple Choice Type. The question paper will be in English & Hindi only .
- 13.4 Written examination will be of the level of RRB examination of these categories i.e NTPC Graduate Quota (Non Technical Popular Category Graduate Quota). The standard of questions for examinations will be of objective type with multiple choices and are likely to include questions pertaining to General Awareness, Arithmetic, General Intelligence and Reasoning. The Question paper will be of 90 minutes duration for 120 questions.
- 13.5 There shall be negative marking and marks shall be deducted for each wrong answer @1/3 of the marks allotted for each question.

14. Candidates should note that:

- A. Admission to the Computer Based Test / Written examination will be purely provisional, subject to candidates satisfying the prescribed eligibility condition.
- B. Mere issue of e-call letter to the candidates will not imply that their candidature has been finally accepted.
- C. Biometric attendance will be taken in each step of selection process of all the eligible candidates and Biometric attendance have to be matched 100%.
- D. Candidates must ensure that Minimum Educational Qualification as mentioned in Para 1(b) has been recorded in his/her Service Record.

15. DOCUMENT VERIFICATION:-

Successful candidates in the written exam will be called for Document Verification. During document verification the candidates has to bring all necessary documents in original. After satisfactory document verification, the candidate will be considered for empanelment subject to fulfillment of other criteria. The candidates recommended for appointment will have to pass 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. RRC may reject the applications of candidates at any stage of recruitment process in case the candidates are not fulfilling the requisite criteria and if appointed, such candidates are liable to be removed from the service summarily.

16. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:-

- 16.1 Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form.
- 16.2 Candidates 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.
- 16.3 Misconduct on the part of the candidate at any stage of the recruitment process is strictly prohibited.
- 16.4 Candidates shall not bring or attempt to bring any political or other influence to further his/her interest in respect of recruitment. Attempting in such practice will be viewed seriously and their candidature shall be rejected without any notice.
- 16.5 A candidate 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 ;
 - i) Harassing or doing bodily harm to the staff employed by the RRC-ER 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-ER from selection for which he is a candidate,
or
- ii. be debarred, either permanently or for a period decided by the RRC-ER, from any examination or selection conducted by any of the Railway Recruitment Cells / Railway Recruitment Boards.
- iii. be taken up for disciplinary action under the appropriate rules.

17. PROCESSING OF APPLICATIONS:-

- RRC/ER will provide Raw Data of applications of the candidates to the Units through e-mail. Raw Data to be kept un-disturbed, only a column on the rightmost part to be created wherein it should be written whether the candidate is eligible or not and the same to be sent to RRC/ER.
- Controlling Officer will forward all the applications in triplicate to respective Sr.DPO/DPO/WPO or respective Establishment officer by 10/09/2018
- It is the responsibility of Divisions/Units to scrutinize the applications as per the eligibility criteria prescribed in the Notification.
- List of eligible candidates should be prepared by the Divisions/Units. List of Eligible candidates (Soft and Hard copy), along with one copy of the applications should be forwarded to RRC-ER latest by 10/10/2018
- No applications will be entertained in RRC office directly from the candidate.
- Applications received from Division/Unit after 10/10/2018 to RRC office will not be entertained.
- One copy of the application with consolidated list should be maintained in the division/unit office for any future reference.
- List of eligible candidates will be notified on RRC website.
- Call letter for the written examination will be issued ONLINE.

18. For any legal issues arising out of this Employment Notice, the Jurisdiction shall be under Hon'ble Central Administrative Tribunal, Calcutta only.

19. RAILWAY RECRUITMENT CELL'S DECISION FINAL:

The decision of RRC-ER 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 candidates and all other matters related with conduct of recruitment process will be final and binding on the candidates, and no enquiry or correspondence will be entertained in this connection.

Chairman
Railway Recruitment Cell
Eastern Railway