

SOUTH EAST CENTRAL RAILWAY
RAILWAY RECRUITMENT CELL
Annex Building, General Manager's office, Bilaspur – 495004 (Chhattisgarh)
Phone : 07752 406198 email: rrcbilaspur@gmail.com

Open Market Recruitment to posts in Pay Band – 1 with Grade Pay Rs.1800/- including **SPECIAL RECRUITMENT DRIVE** for persons with disabilities.

IMPORTANT

Candidates to note that all the Zonal Railways are likely to issue separate Notifications for recruitment to the posts. The Physical Efficiency Test will be held by all the Railways during the same period simultaneously. Similarly, the written examination for those who qualify in the Physical Efficiency Test will be held on the same day, simultaneously by all the Railways. Candidates should keep this in mind before applying in response to any particular Notification.

Employment Notice No. SECR/02/2010

Date of Issue: 15.12.2010

Date & Time Closing: 1700 hrs. of 14.02.2011

For residents of Andaman & Nicobar and Lakshadweep Islands

Closing Date & Time is 1700 hrs of 28.02.2011

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Railway Recruitment Cell, South East Central Railway, Bilaspur– 495 004, Chhattisgarh invites applications from citizens of India and such other candidates declared eligible by the Ministry of Home Affairs, Government of India to fill up the following posts in Pay Band-1 of Rs.5200-20200 + Grade Pay of Rs.1800 in the Raipur, Bilaspur and Nagpur Divisions and workshops of South East Central Railway:

S N o	Name of the posts	Department	Total Vacancies								Suitability for persons with disabilities	Medi cal stand ard
			SC	ST	OBC	UR	TOT	VH	HH	OH		
1	Porter	Operating	122	24	86	224	456	-	-	-	Not identified for PWD	A2
2	Helper II	S&T, Mechanical Electrical & Civil Engineering	196	88	261	997	1542	34	30	48	Suitable for VH (LV), OH(OH, BL, OA, OAL), HH	B1
3	Helper II	Stores & Workshops	32	15	60	113	220	14	15	15	Suitable for VH (LV) OH (OA, BL, OL), HH	C1
4	Trackman	Civil Engineering	349	149	468	2179	3145	-	-	-	Not identified for PWD	B1
5	Safaiwala	Commercial & Medical	34	36	56	119	245	15	15	13	Suitable for VH (LV) OH (OA, BL, OL) HH	C1
6	Hamal	Commercial	16	18	35	44	113	5	-	-	Suitable for VH (B, LV), OH (OL)	B2
7	Peon/ Chowkidar etc	All Departments	8	1	12	56	77	22	18	14	Suitable for VH (B), OH (OA, OL, BL), HH	C2
		Total	757	331	978	3732	5798	90	78	90		

Note: Vacancies of persons with disabilities are not separate but included in the total number of vacancies.

Abbreviations used: SC–Scheduled Castes; ST-Scheduled Tribes; OBC-Other Backward Classes; UR-Un-reserved; VH-Visually Handicapped; HH-Hearing Handicapped; OH-Orthopaedically Handicapped, B – Blind, LV – Low Vision, OL – One Leg, OA – One Arm, BL – Both legs, OAL – One Arm One Leg.

1. ELIGIBILITY CRITERIA:

1.1 MINIMUM EDUCATIONAL QUALIFICATIONS:

Candidates should possess qualification of 10th Pass or ITI or equivalent. Candidates appearing at and/or awaiting results of the final examinations of 10th/ITI or equivalent on the date of application are not eligible to apply.

2.1 AGE LIMIT: The normal age (in completed years) for the recruitment is 18-33 years reckoned as on 01.01.2011. The upper age is relaxable for the following specified categories to the extent indicated:

- (i) By 5 years for candidates belonging to SC/ST communities
- (ii) By 3 years for candidates belonging to OBC communities
- (iii) By five years to candidates who have originally been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 subject to the benefit being continued.
- (iv) For Persons with Disabilities (PWD) – 10 years for UR, 13 years for OBC and 15 years for SC/ST candidates.
- (v) For serving Railway Staff the relaxation in upper age limits will be up to 40 years for Unreserved candidates, 45 years for SC/ST candidates and 43 years for OBC candidates, provided they have put in a minimum of 3 years service (continuous or in broken spells for substitutes).
- (vi) For those working in Quasi-Administrative offices of the Railway organization, the relaxation will be up to the length of service rendered subject to a maximum of 5 years.
- (vii) Upper age limit in case of widows, divorced women and women judicially separated from their husbands but not remarried shall be 35 years for Unreserved, 38 years for OBC and 40 years for SC/ST candidates.
- (viii) The upper age limit in case of course completed Act Apprentices applying for those posts whose minimum qualification is Course completed Act apprentice shall be relaxed to the extent of apprentice training undergone by them under the Apprenticeship Act 1961.
- (ix) For ex-serviceman, to the extent permitted under the Rules.

2. Examination Fee:

- (i) ` 40/- (Rupees forty only) payable in a form of a crossed Demand Draft (DD) from any Nationalized Bank or crossed Indian Postal Order (IPO) drawn in favour of Assistant Personnel Officer, Railway Recruitment Cell, South East Central Railway, Bilaspur - 495 004, Chhattisgarh. Remittance of examination fee in any other form will not be accepted. These instruments should not have been issued earlier to 15.12.2010.

- (ii) Candidate should write his/her name and address at the back of the Indian Postal Order/Demand Draft

2.1 The following categories are exempt from payment of examination fee:

- (i) Candidates belonging to SC/ST communities
- (ii) Women candidates
- (iii) Candidates belonging to minority communities
- (iv) Candidates belonging to economically backward classes having annual family income of less than ` 50,000/-
- (v) Persons with Disabilities
- (vi) Ex-servicemen

2.2 Minorities means Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis). For claiming waiver of examination fee, minorities candidates should furnish 'self declaration' as mentioned in Annexure- 'II' along with application in the format at Annexure 'I'. At the time of document verification such candidates claiming waiver of examination fee will be required to furnish 'minority communities declaration' affidavit on non-judicial stamp paper that he/she belongs to any of the above minority community. If the affidavit is not produced during document verification, the candidature will be rejected.

2.3 Economically backward classes means the candidates whose annual family income is less than ` 50,000/-. Such candidates have to submit Income Certificate in the format at Annexure- III on the letter head of the issuing authority and enclose with the application.

2.4 PERSONS WITH DISABILITES (PWD)

The suitability of a post for persons with disabilities has been indicated against each post. In case of some posts, certain vacancies are specifically reserved for them. Such candidates can also apply as normal candidates against the vacancies earmarked for their respective community, i.e. UR/SC/ST/OBC, for those posts which have been identified suitable for persons with disabilities even if no separate vacancies are earmarked for them.

2.5 Definitions of Disabilities:

- (a) Blindness: 'Blindness' refers to a condition where a person suffers from any of the following conditions, namely: (i) total absence of sight; or (ii) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or (iii) limitation of the field of vision subtending an angle of 20 degree or worse;
- (b) Low vision: 'Person with low vision' means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or executions of a task with appropriate assistive device.
- (c) Hearing Impairment: 'Hearing Impairment' means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (d) (i) Locomotor disability: 'Locomotor disability' means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

- (ii) Cerebral Palsy: 'Cerebral Palsy' means a group of non-progressive condition of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal or infant period of development.
- (iii) All the cases of orthopaedically handicapped persons would be covered under the category of 'locomotor disability or cerebral palsy'
- (e) **DEGREE OF DISABILITY FOR RESERVATION:** Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority in the format given in Annexure IV.
- (f) **COMPETENT AUTHORITY TO ISSUE A DISABILITY CERTIFICATE:** The competent authority to issue a disability certificate shall be a medical Board duly constituted by Central or State Government consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/cerebral/ visual/ hearing disability, as the case may be.
- (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-V. The engagement of scribe will be subject to the following conditions:-
 - (i) The candidates will have to arrange their own scribes at their own cost during examination. Separate admit cards will be issued to the scribes accompanying the visually handicapped candidates. Admit card should contain the particulars and photograph of the scribe duly signed by him/her.
 - (ii) The academic qualification of the scribe should be one grade below the qualification prescribed for the post for which recruitment is made
 - (iii) The scribe can be from any academic discipline different from that of the candidate. He/she should not have secured more than 60% marks in the qualification mentioned at (ii) above.
 - (iv) The candidates as well as the scribe will have to give a suitable undertaking (Annexure - V) along with the application confirming that scribe fulfills all the stipulated eligibility criteria mentioned above. In case it transpires later, that he/she did not fulfill any of the laid down eligibility criteria or there has been suppression of material facts the candidature of the applicant will stand cancelled irrespective of the result of the examination. The visually handicapped candidates shall be responsible for any mis-conduct on the part of the scribe brought by him/her.
- (h) All one eyed candidates and VH candidates whose visual degree of disability is less than 40% shall not be considered as visually handicapped persons and the provision of engaging scribe shall not be applicable to them.
- (i) All selected candidates will be subjected to medical examination by Railway Medical Authorities at the time of appointment and only those confirming 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.

3. MODE OF APPLICATION:

- 3.1 Candidates should submit the applications in the format annexed at Annexure - I to this Notification. The application should be on good quality A-4 size bond paper (80 GSM) using one side only. News paper cuttings should not be used as applications.

Candidates should ensure that application on a single sheet conforming to the above specifications. The candidates can also download the application format from the web site: <http://www.secr.indianrailways.gov.in>. Candidates using printed application form from any other source should ensure that it conforms to the prescribed format, otherwise the application is liable to be 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.
- 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.
- 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 impression at the space provided for.
- 3.5 Candidates belonging to SC/ST communities should produce a community certificate in the format given in Annexure - VI of this Notification.
- 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- VIII.
- 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.

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, Annex Building, General Manager's office, South East Central Railway, Bilaspur- 495004, (Chhattisgarh State)**
- 4.2 The envelope containing the application should be clearly superscribed **"Application for recruitment to the posts in Pay Band-1 + Grade Pay Rs.1800/-", Employment Notice No. SECR/02/2010.**

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

1. The recruitment procedure consists of Physical Efficiency Test (PET) followed by a Written Examination and Medical Examination.
2. Candidates who fulfill the eligibility conditions will be called for a Physical Efficiency Test (PET). A separate advice indicating date, time and venue will be sent to all the eligible candidates.
3. 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 is as under:-

FOR MALE CANDIDATES	FOR FEMALE CANDIDATES
Should be able to run for a distance of 1500 meters in six minutes in one chance.	Should be able to run for a distance of 400 meters in three minutes in one chance.

4. Only those candidates who qualify in the PET will be called for the Written Examination. A separate advise indicating date, time and venue will be sent to the qualified candidates.
5. **Persons with disabilities** as defined in para 2.5 above are exempted from the PET. They will be straight away called for the written examination.
6. Written Examination: Written Examination will consists of objective type multiple choice question paper aiming to assess the general knowledge/awareness/mathematics/reasoning etc.
7. The duration of the examination will be 2 hours. Answer script will be Optical Mark Recognition (OMR) type and valuation will be on computers.
8. Question paper will consist entirely of objective type questions. The question paper will be provided in Hindi, English, Marathi and Oriya languages. There will be negative marking.
9. Candidates will be called for the verification of the original certificates based on the merit of the written examination. 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.

7. GENERAL CONDIDTIONS:

1. Candidates applying should carefully read the instructions and ensure that he/she fulfills all eligibility conditions at the time of submission of applications.

2. 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.
3. Selected candidates are liable to be posted anywhere in South East Central Railway.
4. Emoluments on initial appointment will be at the minimum of the Pay Band + Grade Pay + Other allowances as admissible.
5. Mere selection and empanelment does not confer any right of appointment to the candidates.
6. Railway Recruitment Cell reserves the right to alter the modes of examinations or conduct re-PET/re-examination or cancel part or whole of any process of recruitment at any stage.
7. Under any circumstances no damage/loss or re-fund of examination fee will be made.
8. 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.
9. 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:

Candidates should enclose self-attested photocopies of the relevant certificates as mentioned below. **Original certificates should not be enclosed.**

- (i) DD/IPO towards the examination fee, wherever applicable.
- (ii) Certificates in proof of the Date of Birth. Only 10th class or school leaving certificate will be accepted.
- (iii) Certificates in proof of educational/technical qualifications
- (iv) Community certificates for candidates belonging to SC/ST/OBC communities.
- (v) Physical Disability Certificate for candidates applying for quota reserved for them.
- (vi) Copy of decree from the competent court of law for divorced/judicially separated women candidates claiming age relaxation.
- (vii) Income certificate for economically backward class candidates availing fee concession.
- (viii) Self-declaration for candidates belonging to minority communities availing fee concession.

9. INVALID APPLICATIONS:

Applications which suffer from the following deficiencies will be rejected. The list is only illustrative and not exhaustive.

- (i) Applications received after the closing date and time.
- (ii) Postal orders/Demand Drafts not enclosed wherever required.

- (iii) Applications not in the prescribed format or which are incomplete in any manner.
- (iv) Candidates not in possession of the required educational qualifications or are underaged/overaged.
- (v) More than one application submitted by the same candidate.
- (vi) Applications without the latest photo affixed.
- (vii) Applications without the declaration being re-produced by the candidates in the application.
- (viii) Applications without signature or with signatures in capital letters or with different signatures at different places.
- (ix) Left hand thumb impression not affixed in the application or is blurred/smudged.
- (x) Copies of required enclosures as mentioned in para 8 not enclosed.
- (xi) More than one application submitted in the one envelope.
- (xii) Applications which are not addressed to the Assistant Secretary, Railway Recruitment Cell, South East Central Railway.
- (xiii) Applications which are filled in a language other than Hindi/English
- (xiv) Any other irregularity noticed and considered invalid by the RRC

10. MIS CONDUCT:

- (i) Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling up the Application Form.
- (ii) Candidates shall not bring or attempt to bring any political or other influence to further his/her interest in respect of recruitment.
- (iii) Misconduct on the part of the candidate at any part of the recruitment process is strictly prohibited.
- (iv) Indulgence in the above practices will result in the rejection of the candidature at any time.
- (v) 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.,

11. CAUTION:

Beware of Touts and job racketeers trying to deceive you by false promises of securing job in Railways either through influence or by use of unfair or unethical means. Candidates are selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap.