

**SOUTH WESTERN RAILWAY  
RAILWAY RECRUITMENT CELL  
Divisional Office Compound,  
Hubli-580 020**

Employment Notice for filling up posts in South Western Railway  
in Pay Band-1 of Rs.5200-20200 with Grade Pay of Rs.1800/- (erstwhile Group 'D' posts)

**DETAILED NOTIFICATION**

Employment Notice No.01/2012; Date 25/08/2012

Closing Date: 28/09/2012

Time Upto: 17:00 Hrs.

**Abbreviations used in this Notification:**

1	SWR- South Western Railway	12	PWD- Persons with Disabilities
2	RRC/UBL- Railway Recruitment Cell, Hubli	13	VH - Visually Handicapped
3	HQ - Headquarters	14	VHS - Visually handicapped opting for Scribe
4	UBL - Hubli Division	15	HH -Hearing Handicapped
5	SBC - Bangalore Division	16	OH - Orthopedically Handicapped
6	MYS - Mysore Division	17	WE -Written Examination
7	TMO - Track Machine Organization	18	PET - Physical Efficiency Test
8	SC - Scheduled Caste	19	DV - Document Verification
9	ST- Scheduled Tribe	20	ME - Medical Examination
10	OBC - Other Backward Classes	21	IPO - Indian Postal Order
11	UR- Unreserved (General)	22	Cat No.-Category Number

Applications on plain paper, in the given format are invited from the citizens of India and from such other persons declared eligible by Ministry of Home Affairs, Govt. of India, for filling up 790 posts in erstwhile Group 'D' categories in Divisions and Headquarters of South Western Railway. The application in prescribed format may be sent by ordinary post to **Assistant Personnel Officer (Recruitment), Railway Recruitment Cell, DRM Office Compound, South Western Railway, Hubli-580 020** or be dropped in the Application Box kept in the same office [on working days] upto 17:00 hrs of the closing date i.e., 28/09/2012 (For candidates from Andaman Nichobar and Lakshadweep Islands the last date for receipt will be 13.10.2012). **Applications received after closing date and time will not be entertained.** The envelope containing the application should be clearly superscribed "**Application for erstwhile Group 'D' post – South Western Railway**". **A candidate should submit only one application form, even if he/she intends to be considered for more than one or all categories.** Candidates submitting more than one application form will not be considered and even if such candidates get selected inadvertently they will not be offered appointment. Date and Time of WE, PET, DV and ME will be fixed based on administrative feasibility. No request for change of time, date and centre for WE, PET, DV and ME will be entertained on any account. Candidates are advised to give their options in the order of priority for place of posting as given in para 4. However, this would not confer any right on the candidates and the SWR Administration reserves the right to allot successful candidates against any of the available posts/place as per administrative convenience and requirement.

The recruitment will be conducted by the RRC/SWR/UBL. Number of posts to be filled on SWR (Divisions and HQ) and designation of the posts are indicated below:

**1. Category and Number of posts for which recruitment is to be conducted along with reservation details (Pay band Rs.5200-20200 + Grade pay Rs.1800/-)**

Cat No.	Post (category)	Medical Classification	UR (General)	SC	ST	OBC	Total No.of Vacancies	PWD Quota			
								OH	HH	VH	Total
1	Trackman	B-1	155	38	31	201	425	0	0	0	0
2	Helper/TMO	B-1	48	10	8	41	107	4	0	0	4
3	Helper/Mech. (C&W)	B-1	51	15	7	27	100	3	3	0	6
4	Helper/Elec/AC	B-1	36	10	5	19	70	1	1	0	2
5	Porter/Hamal/Sweeper-cum Porter/Optg.	A-2	50	7	3	7	67	0	0	2	2
6	Safaiwala/Medi	C-1	8	4	2	7	21	5	5	0	10
<b>Total</b>			<b>348</b>	<b>84</b>	<b>56</b>	<b>302</b>	<b>790</b>	<b>13</b>	<b>9</b>	<b>2</b>	<b>24</b>

Vacancies indicated above are only tentative and are subject to change.

i) Vacancies of PWD (PH Quota) are not separate but included in the total No.of vacancies. Therefore, there will be no separate Recruitment against PWD Quota and it will be conducted simultaneously.

ii) The vacancies reserved for SC/ST/OBC/PWD are as per prescribed requirement in the respective categories.

iii) OBC reservation of 27% is inclusive of 4.5% reservation meant for religious minorities, as per DOPT's OM No.41018/2/2011-Estt(Res) dated 22.12.2011.

**2. Minimum Educational Qualification:**

Minimum 10<sup>th</sup> Class Pass or ITI or equivalent.

Those candidates who are appearing in and/or awaiting results of final examination of class 10<sup>th</sup> or ITI or equivalent are not eligible. Academic qualification must be from a recognized Educational Institution/Board, otherwise candidature will be rejected.

**3. Age Limit and relaxation provisions:**

For all the above vacancies, the age limit will be 18 to 33 years and will be reckoned as on the date of this notification.

3.1 The upper age limit will be relaxed as under, subject to the production of requisite certificates.

- (i) By **FIVE** years for SC/ST and by **THREE** years for OBC candidates in possession of valid certificates issued by the appropriate authority.
- (ii) Casual labour or substitutes, if any, working in Railways who have put in a minimum of **THREE** years service will be given age relaxation to the extent of length of service rendered by them, subject to the age limit not exceeding 40, 43 & 45 years in case of UR, OBC and SC/ST candidates respectively.
- (iii) In case of staff of Quasi Administrative Offices of Railway Organisation such as Railway Canteens, Railways Institutes and Railway Co-operative Societies who have put in 03 years service, relaxation of age will be given to the extent of service rendered by them subject to a maximum of 05 years and upper age limit of 35 years.
- (iv) Widows and Divorced women who have been judicially separated from their husbands and not remarried, will be given relaxation in age upto 35, 38 and 40 years in case of UR, OBC and SC/ST candidates respectively.
- (v) Relaxation up-to **FIVE** years will be given to the candidates who had ordinarily been domiciled in the Kashmir division of the State of Jammu and Kashmir during the period from the 1<sup>st</sup> day of Jan'80 to the 31<sup>st</sup> day of Dec'89, subject to production of a residential certificate from the appropriate authority of the state of Jammu and Kashmir.

- (vi) Maximum age relaxation in respect of PWD will be 10 years for UR, 13 years for OBC and 15 years for SC/ST.
- (vii) The SC/ST/OBC candidates considered against UR posts will not be given the benefit of age relaxation.

**PROOF OF AGE:** (a) Birth Certificate issued by appropriate authority or (b) A certificate issued by educational authority for X<sup>th</sup> standard or (c) Matric certificate issued by Board or (d) School leaving certificate counter-signed by Inspector of Schools/District Education Officer etc.,

**4. Names of the Divisions/Headquarters for which recruitment is being done:**

UBL Division	SBC Division	MYS Division	HQ (TMO) Hubli
1	2	3	4

**Examination Fees:**

5.1 The examination fee for UR and OBC candidates is Rs.40/- (Rupees Forty Only). Candidates belonging to SC/ST, Women, Minority Community and Economically Weaker Sections are fully exempted from payment of examination fees. The candidates from Economically Weaker Sections have to produce/enclose Income certificate in the form as in Annexure-V. Minority community candidates have to produce declaration as in Annexure – VI.

5.2 The Examination fee should be paid only in the form of IPO from any Post Office drawn in favour of **FA&CAO/SWR/HUBLI** and payable at **HUBLI**. **Validity of IPO should not be less than six months.**

5.3 **Applications received with Demand Drafts/Cash/Cheque/Central Recruitment stamps or Money order etc will be rejected, and amount forfeited. Only IPOs will be accepted.**

5.4 IPOs issued before the date of issue of Employment Notice (**i.e. 25 /08/2012**) will not be accepted, and such applications will be rejected and amount forfeited.

5.5 The candidates are advised to write their name and address on the ORIGINAL IPO and enclose it with the application form. The details of IPO may be written in column 15 of the application form. Examination fee is not refundable under any circumstances.

**6. Procedure for submission of Application:**

**Candidates are advised to apply to only one Zonal Railway of their choice, since the WE will be held during the same period simultaneously by all the Railway zones. Similarly, PET is also likely to be held on the same day/s simultaneously by all the Railway zones.**

6.1. Candidates should carefully read the instructions in this Employment Notice before filling up the application form. Application should be made in one page on a good quality white paper of **A4 size** (210mm x 297mm) using **ONE SIDE ONLY**. Candidate has to fill up required information in his/her own handwriting. **The application should be filled only in English or Hindi.** Application filled in any language other than Hindi/English, and by any person other than the applicant, and having any change in the format will be rejected summarily.

6.2 It is important to note that para (Declaration) as given in Column 17 of the application form should be copied by candidate in his/her own handwriting in the space provided in application form.

6.3 Signature of the applicant must be specific so that same may not be copied easily. Signature in capital letters or open letters **will not be accepted** and the applications having such type of signatures will be rejected summarily.

6.4 Each cover should contain one application only. In case more than one application is sent in one cover and/or more than one application sent by one candidate in separate covers, such applications will be rejected.

6.5 The candidate should send application duly filled in, along with copies of required documents by **ORDINARY POST**, so as to reach RRC/SWR/UBL within the closing date. RRC is not responsible for late delivery of application by Postal Department or any other delay.

6.6 Candidates who have been debarred from appearing in any of the RRB/RRC exams need not apply unless their debarration period expires by the closing date.

**6.7. EX-SERVICEMEN CANDIDATES:**

There is no age relaxation for Ex-servicemen in this selection as the Ex-servicemen vacancies are not included in this notification. They may apply only if they fulfil the general eligibility criteria as notified.

**6.8 SERVING EMPLOYEES:**

A candidate serving under any Government or Public Sector Enterprise/Undertaking including Railways or Quasi Administrative Government offices/Organizations and Institutions should either apply through proper channel with duly certified service details by the employer or directly to RRC/SWR/UBL with “No Objection Certificate” from the employer concerned. In addition, an advance copy of such application complete in all respects may be sent superscribing on the top of the application “**ADVANCE COPY**” so as to reach RRC/SWR/UBL before the closing date and time specified. Advance copy of the application will be entertained only if the application (through proper channel) is received in the RRC/SWR/UBL within 15 days from the closing date, the responsibility for which would be on the candidate.

**6.9 ENCLOSURES:**

The following enclosures **only** are to be **firmly stitched** along with the application form. All enclosed certificates which are in languages other than Hindi or English should be translated in Hindi or English and sent along with attested Photo copies of originals.

- (i) Two Passport size photographs (not older than a month) **without wearing cap & goggles/coloured glasses** are required. One photo is to be pasted neatly on the application. Do not put any mark or signature on this photograph. Attestation of photograph is not required. The other photograph with name, date of birth and signature on the back side should be clipped with the application form. The photograph, signature & address will be scanned by a machine and the machine recognizes only good quality photograph with light colour background.
- (ii) In case of SC/ST/OBC candidates, a certificate of appropriate authority, of their belonging to SC/ST/OBC categories should be submitted. Format for SC/ST is shown as Annexure – I and OBC is shown as Annexure – II. OBC certificates submitted in any other format will not be accepted.

List of Authorities empowered to issue certificate of verification

**1.**District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Deputy Collector/ 1<sup>st</sup> Class Stipendiary Magistrate/ City Magistrate / Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (Not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate) **2.** Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. **3.** Revenue Officers not below the rank of Tehsildar. **4.** Sub Divisional Officer of the area where the candidate and / or his/her family ordinarily resides. **5.** Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep islands)

- (iii) In the case of Government Servants, attested copy of certificate from the appropriate authority giving their length of regular service etc.,
- (iv) Copy of educational qualification certificate containing proof of age.
- (v) PWD have to enclose Medical Certificate as at Annexure – IV alongwith other certificates as applicable and such PWD who need a SCRIBE have to enclose declaration as at Annexure – III.
- (vi) Candidates belonging to Economically Weaker Section who wish to claim fee exemption have to enclose income certificate in the format as at Annexure-V.
- (vii) Minority Community candidates who wish to claim fees exemption have to enclose self declaration certificate in the format as at Annexure – VI.
- (viii) No objection Certificate from the employer, if already employed.

Application received without above enclosures shall be rejected summarily. Original Certificates of education, age, caste etc SHOULD NOT be enclosed with the application. Only copies of the same should be enclosed.

Any certificate, photograph etc., received separately, subsequent to the receipt of application will not be entertained.

#### 6.10 INVALID APPLICATIONS.

The applications having any of the following deficiencies, discrepancies or irregularities will be summarily rejected;

- i) Applications not submitted in prescribed format as given in this employment notice.
- ii) Illegible applications with overwriting, cutting, or erasing marks.
- iii) Applications not filled fully.
- iv) Unsigned/undated applications
- v) Applications without clear left thumb impression or smudged thumb impressions.
- vi) Without Marks of Identification.
- vii) Without photograph or affixing/ attaching photo copy of Photograph.
- viii) Without IPOs of requisite value and validity.
- ix) Applications with IPOs issued before the date of issue of Employment Notice (i.e., 25/08/2012).
- x) **Applications not filled in English or Hindi or not filled by candidate in his/her own hand writing.**
- xi) Applications without declaration/or declaration not written in candidate's own hand writing.
- xii) Without proper certificates, in respect of SC/ST/OBC (Certificate should be produced from the appropriate authority in prescribed format).
- xiii) Applications of PWD without certificate in form at Annexure - IV
- xiv) Applications of Under aged/ Over aged candidates.
- xv) Not having the requisite Educational Qualification at the time of submitting application.
- xvi) Applications without copy of minimum educational qualification prescribed.
- xvii) Applications received after 17.00 hrs. on closing date and thereafter by any means/mode.
- xviii) More than one application in one Name and /or sent in one envelope.
- xix) Any other deemed irregularity.

#### 7. Persons With Disability (PWD)

The PWD are also eligible to apply for the above posts as indicated. They should produce/enclose medical certificate as at Annexure-IV.

##### (i) Definitions of the Physical Disability for the purposes of this recruitment:

- (a) **OH:** i) Locomotor Disability means the 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 means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-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"(Please enclose attested copy of certificate in the format given as Annexure – IV).
- (b) **HH:** "Hearing impairment" means loss of 60 decibels or more in the better ear in the conversational range of frequencies (Please enclose attested copy of the certificate in the format given as at Annexure - IV).
- (c) **VH: A) Blindness** refers to a condition where a person suffers from any of the following conditions viz. 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 at an angle of 20 degrees or worse.
- (B)**Low vision:** 'persons 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 execution of a task with appropriate assistive device (Please enclose attested copy of the certificate in the format given as at Annexure - IV).

[Para 6.2 (filling application in own hand writing) shall not apply to the candidates with total absence of sight).

(ii) **Degree of disability:** Only such persons would be eligible for recruitment who suffer from not less than 40% of relevant disability. **Candidates should submit Disability Certificate issued by the Competent Authority in the prescribed format/as shown in Annexure-IV.**

(iii) Visually impaired (VH) Candidates/those candidates whose writing speed is affected by Cerebral palsy can avail the assistance of **Scribe** for writing answers on their behalf in the written exam. For this purpose they will have to suitably inform the RRC/SWR/UBL in advance as per [d] below. In all such cases engagement of **Scribes** will be subject to the following conditions:

(a) The candidates will have to arrange their own **Scribes** at their own cost during the examination. Separate Admit Cards will be issued to the **Scribes** accompanying the **VHS** candidates. Candidates should furnish details of scribe proposed to be engaged, in Annexure – III alongwith the application, so that Admit card can be issued to the Scribe. Admit card will contain the particulars and photograph of the Scribe duly signed by him/her. The invigilators on duty will verify the identify of Scribe with photo & particulars printed on Admit card issued to Scribe.

(b) The academic qualification of the SCRIBE should be one grade below the qualification prescribed for the post for which recruitment is being made.

(c) The SCRIBE can be from any academic discipline since the recruitment is for general post.

(d) The candidate as well as the **Scribe** will have to give a suitable undertaking in the proforma at annexure-III confirming that the **Scribe** fulfils all the stipulated eligibility criteria as mentioned above. In case it transpires later that he/she did not fulfil 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 VHS candidate shall be responsible for any misconduct on the part of scribe brought by him/her. The undertaking, as given in the enclosed proforma at Annexure-III, should be submitted by the VHS candidate along with his/her application form.

(e) Candidates availing the assistance of a **Scribe** shall be eligible for extra time of 20 minutes for every hour of the examination.

(f) Candidates may note that the facility of Scribe will not be allowed at the exam centre without admit card issued to the scribe by RRC along with the call letter of the candidate.

(iv) The VH candidates opting to avail the assistance of **Scribes** will be accommodated at one examination venue of the designated examination centers. RRC/SWR/UBL will not make available the question paper of the examination meant for VHS candidates at any examination center other than those designated for the purpose.

a. In the examination, the **Scribe** will read out the questions to the candidate and on the candidate stating clearly answer against each question, the **Scribe** will write/indicate the same. An invigilator shall exclusively be posted with every VH candidate who has opted to avail the assistance of a **Scribe**. The invigilator shall have to sit along side the **Scribe** who will sit opposite the VH candidate so that conversation between the **Scribe** and **VH** candidate could be overheard by the Invigilator who shall ensure that only the answers spelt out by the candidate are written/indicated by the **Scribe** on the answer paper.

b. The invigilator will ensure that the scribe makes no gesture, sounds or any other forms of communication designed to indicate to the candidate the correctness or otherwise of an answer being recorded by him. Any such attempt would entail disqualification of candidate and stringent action will be taken against both the candidate and the scribe.

c. Conversation between the candidate and the scribe should not disturb in any way the peace in the examination hall or the other candidates seated in the examination hall/room.

d. The VH candidates may be allowed to use TAILOR FRAME AND BRAIL SLATE WITH PAPER for solving arithmetic problems and they will have to bring their own TAILOR FRAME AND BRAIL SLATE WITH PAPER in the examination hall. Partially blind candidates who are able to read normal Question Paper set for all the candidates and to write/indicate the answer with the help of Magnifying Glass may be

allowed to use Magnifying Glass in the examination hall but they shall not be allowed the help of a **Scribe**. Such candidates may bring their own Magnifying Glass in the examination hall. However, they shall not be provided with the Question Paper meant for VH candidates who require the assistance of a **Scribe**. **All one eyed candidates and VH candidates whose visual degree of disability is less than 40% shall not be considered as VH persons and the provision for engaging Scribe shall not be applicable to them.**

(v) Question paper for VHS candidates will not have any component of map/graphs/statistical data or diagrams/figures/geometrical problems etc.

(vi) As regards requirement for Physically Handicapped Certificate, the following are laid down:

(a) The Disability Certificate issued by a Medical Board constituted by the Central/State Government consisting of at least three members out of which at least one member has been/should be a specialist in the relevant field for assessing locomotor/cerebral/visual/hearing disability, as the case may be (Format at Annexure – IV) will only be accepted. Disability certificate produced in any other form will not be accepted.

(b) The Certificate would be valid for a period of 5 years for those whose disability is “Temporary”. The Medical Board shall indicate the period of validity of the Certificate where there are chances of variation in the degree of disability. For those with permanent disability the validity can be shown as “Permanent”.

### **8. Recruitment Procedure:**

8.1 Recruitment will consist of **WE followed by PET** of successful candidates. Candidates to the extent of 4 times the number of vacancies will be called for PET. PWD are exempted from PET. However, they have to appear in the WE along with other general candidates. Candidates to a limited extent in the order of merit out of those who obtain the minimum prescribed pass marks will be called for DV and ME of relevant standard. There will be no interview.

8.2 PET will be qualifying in nature and criterion for the same will be as under:

<b><u>Male Candidates</u></b>	<b><u>Female Candidates</u></b>
Should be able to run a distance of 1500 metres in 6 minutes in one chance.	Should be able to run a distance of 400 metres in 3 minutes in one chance.

8.3 (i) The PET will be conducted at any place/s at the convenience of administration.

(ii) For PET, candidates may be required to stay one or two days more than the nominated day at their own cost. They have to make their own arrangements for lodging/boarding.

(iii) Maintaining discipline by the candidates at the venue of PET is must. Any act of indiscipline will debar the candidates from consideration. The decision on this by the Committee at the venue will be final and binding.

8.4 The appointment of candidates will be subject to their being found suitable after medical fitness and antecedent verification as per rules.

8.5 The selection of candidate by RRC/SWR/UBL does not confer any right to the candidate for appointment.

8.6 RRC/SWR/UBL shall not be held responsible for any inadvertent error or mistake.

**NOTE:** The above given criterion for PET is only tentative and subject to modification. Changes, if any, would be advised/notified to the candidates subsequently.

### **9. Instructions for the candidates:**

9.1 The number of vacancies shown is provisional and is liable to be increased or decreased.

9.2 Selected candidates are likely to be posted anywhere on SWR after successful completion of training wherever prescribed.

9.3 Candidate should send his/her application sufficiently in advance, before the closing date, to the RRC/SWR/UBL. RRC/SWR/UBL will not be responsible for any postal delay/wrong delivery, whatsoever, at any stage of the selection process.

9.4 All candidates, irrespective of community, can be considered for UR (General) vacancies. However, against vacancies of specific community quota, only candidates of

that particular community will be considered subject to submission of relevant caste certificate, and any subsequent representations for change of community status will not be entertained under any circumstances.

- 9.5 Before applying for the posts, the candidate should ensure that he/she fulfils all the eligibility and other criteria. The RRC/SWR/UBL shall reject applications not fulfilling the requisite criteria, at any stage of recruitment, and if erroneously appointed, such candidates shall be liable to be summarily removed from service.

9.6 **FREE JOURNEY RAILWAY PASS**

A free Second Class Railway Pass, from nearest railway station to the place of WE, PET, DV and back, will be issued to the candidates belonging to SC/ST communities for appearing in the WE, PET and DV. All other candidates will have to bear their expenses for appearing in the WE, PET & DV etc.

9.7 **SYLLABUS & EXAMINATION:**

Question paper for the WE shall be 10<sup>th</sup> class standard, consisting of 150 multiple-choice (four options) objective type questions, mainly aimed to assess general knowledge/awareness, mathematics, general science and reasoning etc., **Question paper shall be printed in Hindi, English, Urdu, Kannada, Marathi, Konkani, Tamil and Telugu only.** The duration of WE shall be 2 (two) hours. There will be negative marking. For every wrong answer 1/3<sup>rd</sup> mark will be deducted.

- 9.8 Date and venue of WE, PET and DV will be fixed by the RRC/SWR/UBL and intimated to eligible candidates by post. Examination schedule may be published on Website and News papers taking alphabet, Date of Birth (as mentioned in the application) or any other variable as criteria. Therefore, candidates are advised to keep photocopies of relevant documents with them for further reference.

The RRC/SWR/UBL, at its discretion, may hold additional WE or re-examination, PET or DV or cancel part or whole of the WE or PET.

**NOTE:** - Mere issue of call letter for appearing in WE/PET/DV by RRC/SWR/UBL does not confer any right to candidates, to be called for subsequent stages of recruitment process or for placing their names on the panel.

**10. Instructions for filling up the application form:**

**All columns in the application form should be filled up by the candidate in his/her own handwriting and there should be no overwriting or correction.**

1. Name of the candidate has to be written in CAPITAL letters, one letter in each box. Name should be written as appearing in SSC/SSLC marks card. One space should be left blank between two names and initials, if any E.g.

K		S	H	I	V	R	A	M		H	E	G	D	E
---	--	---	---	---	---	---	---	---	--	---	---	---	---	---

2. Father's/Husband's name also should be filled in CAPITAL letters, one letter in each box in the same manner as at Sl.No.1 above.
3. Name of the nearest Railway Station should also be written in CAPITAL letters, one letter in each box.
4. Address for correspondence is to be written clearly in CAPITAL letters with PIN code and phone no. with STD code has to be indicated.
5. Sex to be indicated by code in the box provided i.e., 01 for Male & 02 for Female.
6. Nationality has to be written in full e.g. INDIAN.
7. Religion has to be indicated by the Code No. as applicable.

Religion	Hindu	Muslim	Christian	Jain	Buddhist	Sikh	Others
Code	01	02	03	04	05	06	07

e.g., Muslims fill '02'

8. Marital status has to be indicated by code in the box provided i.e., 01 for Married & 02 for Unmarried.
9. Date of Birth has to be indicated in two digits and month in two digits & year in four digits.
10. Community has to be indicated by ticking below the appropriate box.
11. You may indicate the priority No. in the order of preference.



12. Tick appropriate column.
13. Tick appropriate column.
14. Two marks of identification have to be written (scars, moles, or any other permanent marks on the body should be indicated).
15. IPO.No. and date and also name of Post Office has to be written clearly.
16. List of enclosures should include certificates showing the Date of Birth, Community, Claim of age relaxation, Educational Qualification and service certificate.
17. Declaration has to be copied in the blank space given in the application, in candidate's own handwriting.  
Clear Left Thumb Impression in 2 places has to be affixed in the space provided.  
The application has to be signed with place and date written.

11. **Action against candidates found guilty of misconduct:**

- 11.1 Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. 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 tampered/fabricated documents. If there is any inaccuracy or any discrepancy, an explanation regarding such discrepancy should be submitted.
- 11.2 A candidate found by the RRC (or found earlier by any RRB/RRC) to be guilty of:
  - i) canvassing support for his candidature by any means, or
  - ii) impersonating, or
  - iii) being impersonated, or
  - iv) submitting fabricated/tampered documents, or
  - v) making statements which are incorrect or false, or suppressing material information, or
  - vi) resorting to any other irregular or improper means for furtherance of his candidature for the selection, or
  - vii) using unfair means during the examination, or possessing, carrying or using mobile phone, calculator or any other such instrument, or
  - viii) writing irrelevant matter, obscene language or pornographic matter in the script(s), or
  - ix) committing mischief in any other manner in the examination hall, or
  - x) harassing or doing bodily harm to the staff engaged by the RRC/SWR/UBL for the conduct of the test, may in addition to action under relevant provisions of the Rules/Laws, render himself/herself liable to criminal prosecution and further -
    - (a) will be disqualified by the RRC/SWR/UBL from selection for which he/she is a candidate or
    - (b) will be debarred, either permanently or for a period decided by the RRC/SWR/UBL, from any examination or selection conducted by any of the RRCs/RRBs or
    - (c) will be taken up for disciplinary action under the appropriate rules, if he/she is already in service.
- 12 Examination Centres will be decided by the RRC/SWR/UBL and indicated in call letter issued to candidate for appearing in WE.
13. After appointment, all male candidates are liable for active Territorial Army Service in Railway Units or such other units as may be laid down in this behalf from time to time.
14. Selected candidates may be required to undergo training, wherever necessary, with stipend, for specified period, and to deposit the security amount and execute an indemnity bond or agreement.
15. Posting of the selected candidates may be made as per requirement of the Indian Railways at the appropriate time. No particular place or Department or Division of posting can be assured or assumed.
16. For any legal dispute, the jurisdiction will be at Central Administrative Tribunal, Bangalore only.
17. In case of any dispute about text in the employment notice, **English version will be treated as valid.**

**18. RAILWAY RECRUITMENT CELL'S DECISION FINAL:**

The decision of RRC/SWR/UBL 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.

**BEWARE: RRC/SWR/UBL have not appointed any agents or coaching centers for acting on its behalf. Candidates are warned against any such claims being made by persons/agencies. OMR answer sheets shall be used for the WE and computer evaluation shall be resorted to. The PET exercise is completely fair and transparent. It will be fully videographed and will be supervised by committees of senior officers at each point. There is no scope for manipulation in the process. Candidates are selected purely as per merit. PLEASE BEWARE OF UNSCRUPULOUS ELEMENTS AND DO NOT FALL IN THEIR TRAP.**

Candidates may also log on to SWR website [www.swr.indianrailways.gov.in](http://www.swr.indianrailways.gov.in). This site may also be referred in future by the candidates for any information/updates.

Hubli  
Date:25.08.2012

**Dy.Chief Personnel Officer (Recruitment)  
Railway Recruitment Cell  
South Western Railway, HUBLI**

## Annexure-I

The candidates are required to obtain caste certificates in the proper proforma from the appropriate authority and produce the original certificate at the time of verification, failing which he/she may be disqualified. This is strictly required vide Chapter 13 of the Brochure (Published by Govt. of India, Ministry of Personnel, Public Grievances & Pensions Department of personnel Training, New Delhi).

### **FORM OF CASTE CERTIFICATE FOR SC/ST CANDIDATES**

#### **1. Form of Certificate to be produced by a candidate belonging to Scheduled Caste or Scheduled Tribe in support of his/her 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 Schedule Caste/Scheduled Tribe\* under.

.The Constitution (Scheduled Caste) order, 1950

.The Constitution (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 Reorganisation Act 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas Re-organisation Act,1971, and the Scheduled Tribes Order(Amendment) Act,1976.

.The Constitution (Jammu and Kashmir) Scheduled Caste order, 1956

.The Constitution (Jammu and Kashmir) Scheduled Tribe order, 1950

.The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order, 1959

.The Constitution (Dadra and Nagar Haveli) Scheduled Castes order, 1962

.The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962

.The Constitution (Pondicherry) Scheduled Castes order, 1964

.The Constitution Scheduled Tribes (Utttar Pradesh) order,1967

.The Constitution (Goa, Daman and Diu) Scheduled Castes order, 1968

.The Constitution (Goa, Daman and Diu) Scheduled Tribes order, 1968

.The Constitution (Nagaland) Scheduled Tribes order, 1970

.The Constitution (Sikkim) Scheduled Castes order, 1978

.The Constitution Scheduled Tribes order, 1978

#### **2. In the case of Scheduled Caste/Scheduled Tribe Persons who have migrated from One State/Union Territory**

This certificate is issued on the basis of Scheduled Caste/ Scheduled Tribe certificate issued to Shri/Smt/Kum\* \_\_\_\_\_ Father / Mother of Sri/Smt./Kum \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of State/Union Territory \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognized as a Schedule Caste/Scheduled Tribe\* in State/Union Territory\* \_\_\_\_\_ issued by the \_\_\_\_\_ (Name of prescribed authority) vide their No. \_\_\_\_\_ dated \_\_\_\_\_.

**3. Shri/Smt/Kum\*** \_\_\_\_\_ and of his/her\* family ordinarily reside(s) in village /town\* \_\_\_\_\_ District/Division of State/Union Territory of \_\_\_\_\_ Place \_\_\_\_\_ State/Union Territory Signature \_\_\_\_\_ date \_\_\_\_\_ Designation (with seal of office) \_\_\_\_\_ (\*) please delete the words which are not applicable (\*)

**Tahasildar**

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

**Note:** The term \* Ordinarily resides \* used will have the same meaning as in Section 30 of the Representation of the Peoples Act,1950,

**Form of Certificate to be produced by Other Backward Classes  
applying for appointment to posts under the Government of India**

This is to certify that \_\_\_\_\_ Son/daughter of \_\_\_\_\_ of  
Village \_\_\_\_\_ District/division \_\_\_\_\_ in \_\_\_\_\_  
state belongs to \_\_\_\_\_ community which is recognized as a backward  
class under:

1. Resolution No.12011/68/93-BCC© dated 10<sup>th</sup> September 1993, published in the Gazette of India – Extraordinary – Part 1, Section 1, No.186 dated 13<sup>th</sup> September 1993.
2. Resolution No.12011/9/94-BCC© dated 19<sup>th</sup> October 1994, published in the Gazette of India – Extraordinary – Part 1, Section 1, No.163 dated 20<sup>th</sup> October 1994.
3. Resolution No.12011/7/95-BCC© dated 24<sup>th</sup> May 1995, published in the Gazette of India – Extraordinary – Part 1, Section 1, No.88 dated 25<sup>th</sup> May 1995.
4. Resolution No.12011/44/96-BCC© dated 6<sup>th</sup> December 1996 published in the Gazette of India – Extraordinary – Part 1, Section 1, No.210 dated 11<sup>th</sup> December 1996
5. Resolution No.12011/68/93-BCC, published in the Gazette of India – Extraordinary – No.129, dated the 18<sup>th</sup> July 1997
6. Resolution No.12011/12/96-BCC, published in the Gazette of India – Extraordinary – No.164, dated the 1<sup>st</sup> September 1997
7. Resolution No.12011/99/94-BCC, published in the Gazette of India – Extraordinary – No.236, dated the 11<sup>th</sup> December 1997
8. Resolution No.12011/13/97-BCC, published in the Gazette of India – Extraordinary – No.239, dated the 3<sup>rd</sup> December 1997
9. Resolution No.12011/12/96-BCC, published in the Gazette of India – Extraordinary – No.166, dated the 3<sup>rd</sup> August 1998
10. Resolution No.12011/68/93-BCC, published in the Gazette of India – Extraordinary – No.171, dated the 6<sup>th</sup> August 1998
11. Resolution No.12011/68/98-BCC, published in the Gazette of India – Extraordinary – No.241, dated the 27<sup>th</sup> October 1999
12. Resolution No.12011/88/98-BCC, published in the Gazette of India – Extraordinary – No.270, dated the 6<sup>th</sup> December 1999
13. Resolution No.12011/36/99-BCC, published in the Gazette of India – Extraordinary – No.71, dated the 4<sup>th</sup> April 2000 etc

Shri \_\_\_\_\_ and/or his family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of the \_\_\_\_\_ state. 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.

Dated:

**District  
Magistrate/  
Dy. Commissioner etc.**

Seal.

**Note:** The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act.,1950.

Control No. \_\_\_\_\_  
(For office use)

**EXAMINATION FOR RECRUITMENT FOR GROUP 'D'**

**Particulars of the Scribe proposed to be engaged by the Candidate**

1. Name of the Candidates : \_\_\_\_\_

2. Date of Birth of the Candidates : \_\_\_\_\_

3. Name of the Scribe : \_\_\_\_\_

4. Father's name of the Scribe : \_\_\_\_\_

5. Address of the Scribe :

(a) Permanent Address

(b) Present Address

6. Educational Qualification of Scribe : \_\_\_\_\_

7. Relationship, if any, of the Scribe  
to the candidate : \_\_\_\_\_

8. DECLARATION

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 visually challenged candidates/scribes at this examination and hereby undertake to abide by them. We also declare that:

a) The academic discipline qualification of the SCRIBE is below the qualification prescribed for the post applied for.

b) The academic discipline of the SCRIBE is same as of the candidate since the application is for general post. The academic discipline of the SCRIBE is different from that of the candidates as the application for a specialist post. (Delete the portion not applicable)

c) The SCRIBE has not secured more than 60% marks in the qualification mentioned.

\* Strike out which is not applicable.

\_\_\_\_\_  
(Signature/LTI of the Candidate)

\_\_\_\_\_  
(Signature of the Scribe)

<p>Paste here recent colour passport size photograph of the SCRIBE of size 4cm X 5 cm (The colour photograph should not be more than a month old.)</p>
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## FORM OF MEDICAL CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)

NAME &amp; ADDRESS OF THE INSTITUTE / HOSPITAL

## DISABILITY CERTIFICATE

Certificate No. ....

Date .....

1. This is to certify that Smt./Shri./Kum \* .....

Son/daughter of Shri..... Age .....

of Male/Female having identification marks as below .....

is suffering from permanent disability of following category.

A. Loco motor or cerebral palsy :

(i) BL-Both legs affected but not arms.

(ii) BA-Both arms affected

(iii) OL-One leg affected (right or left)

(iv) OA- One arm (right or left)

(v) BH-Stiff back and hips (Cannot sit or stoop)

(vi) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision (i) B-Blind (ii) PB-Partially Blind

C. Hearing Impairment (i) D-Deaf (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

1. This condition is progressive/non-progressive/likely to improve/not likely to improve.

2. Re-assessment of this case is not recommended/is recommended after a period of ..... years..... months.

3. Percentage of disability in his/her case is ..... percent.

4. Smt./Shri./Kum\* ..... meets the following physical requirement for discharge of his/her duties :

(i) F-can perform work by manipulating with fingers	Yes	No
(ii) PP- can perform work by pulling and pushing	Yes	No
(iii) L-can perform work by lifting	Yes	No
(iv) KC-can perform work by kneeling and crouching	Yes	No
(v) B-can perform work by bending	Yes	No
(vi) S-can perform work by sitting	Yes	No
(vii) ST-can perform work by standing	Yes	No
(viii) W-can perform work by walking	Yes	No
(ix) SE-can perform work by seeing	Yes	No
(x) H-can perform work by hearing/speaking	Yes	No
(xi) RX- can perform work by reading and writing	Yes	No

(signature of Doctor)

Name:

Registration No.

Member, Medical Board

(signature of Doctor)

Name:

Registration No.

Member, Medical Board

(signature of Doctor)

Name:

Registration No.

Member/Chairperson, Medical Board

\*Please delete the words which are not applicable

Place:

Date:

Counter signature of the Medical Superintendent /CMO/  
Head of Hospital (with seal)

Note: (i) According to the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Ruels, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of Section 73 of the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 (1 of 1996), authorities to give disability certificate will be a Medical Board duly constituted by the Central or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/hearing and speech disability, mental retardation and leprosy cured as the case may be. (ii) The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as permanent.

INCOME CERTIFICATE FOR WAIVER OF EXAMINATION FEES FOR RRC  
EXAMINATION.

1. Name of Candidate :
2. Father's/Husband's Name :
3. Age :
4. Residential Address :
5. Annual Family Income :  
(In words and figures)
6. Date of issue :
7. Signature of issuing authority :
8. Stamp of issuing authority :

\_\_\_\_\_  
(Name of issuing authority)

NB: Economically Backward Classes will mean the candidates whose family income is less than 50,000/- per annum.

The following authorities are authorized to issue income certificate for the purpose of identifying economically backward classes.

- (i) District magistrate or any other Revenue Officer up to the level of Tehsildar
- (ii) Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
- (iii) BPL Card or any other Certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issue of Railways
- (v) Union Minister, for any persons from anywhere in the country.
- (v) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

**SELF DECLARATION OF MINORITY CANDIDATES FOR WAIVER OF  
EXAMINATION FEE FOR RRC EXAMINATIONS**

(Proforma for declaration to be submitted by Minority Candidates along with the application)

**DECLARATION**

“I \_\_\_\_\_” Son/Daughter of Sh. \_\_\_\_\_  
residing at village/town/city \_\_\_\_\_ district \_\_\_\_\_  
state \_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_

(Indicate minority community notified by Central Govt. i.e Muslim/Sikh/Christian/Buddhist/  
Parsis).

Date: \_\_\_\_\_ Signature of candidate \_\_\_\_\_

Place: \_\_\_\_\_ Name of candidate \_\_\_\_\_

Note: - At the time of document verification such candidates claiming waiver of examination fee will be required to furnish ‘minority community declaration’ affidavit on non-judicial stamp paper that he/she belongs to any of the minority community notified by Central Govt. i.e Muslim/Sikh/Christian/Buddhist/Parsis).

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