

**SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES**  
Employment Notice No: P/PWD(HQ)/1/2012

Date of publication: 07.07.2012

Date & Time of Closing: 18.00 hrs, of 06.08.2012

For candidates residing in North Eastern States, Sikkim, J&K, Lahaul & Spiti districts and Pangri sub-division of Chamba district of Himachal Pradesh, Andaman, Nicobar and Lakshadweep Islands and those residing abroad, the closing date for receipt of applications by ordinary post is **17.30 hrs of 21.08.2012**.

1. Applications are invited in the prescribed format as at **Annexure-I** to this notification (**on good quality A-4 size bond paper of 80 GSM using one side only**) from eligible Indian nationals who come under the definition of Persons with Disabilities **as defined in Para 4** of this notification for filling up the under-mentioned Group 'C' posts in South Eastern Railway. Candidates should enclose a Disability Certificate from the competent authority in format given at **Annexure-V** to this notification failing which the applications will be rejected.

2. **Details of Categories and Vacancies: CANDIDATES BELOW MATRICULATION NEED NOT APPLY.**

Cat. No.	Post Name Pay Band & Grade Pay	No. of Vacancies	No. of PHP Quota			Categories of Disabled Suitable for jobs	**Age as on 01.07.2012	Medical Standards	Qualification
			VH	HH	OH				
1.	<b>Jr. Stenographer (English)</b> PB-1 Rs.5200-20,200/- GP-Rs.2400/-	09	07	02	00	VH(B,LV),HH & OH (OA, OL, BL, OAL)	18 to 40	C-1	i) Matriculation (ii) Should be able to take Shorthand test at a speed of 80 wpm in English for 10 minutes with transcription time of 65 minutes. (iii) Selected Candidates further qualifying in the following standard for this category will be eligible for one/two advance increments respectively on appointment. In case of speed 100 wpm for 07 minutes with transcription time 35 minutes – 01 (One) and 120 wpm for 05 minutes with transcription time 32 minutes – 02 (Two) advance increment.
2.	<b>Commercial Clerk</b> PB-1 Rs.5200-20,200/- GP-Rs.2000/-	65	22	23	20	VH(B,LV),HH & OH (OA, OL, BL)	18 to 40	C-1	Matriculation or its equivalent with not less than 50% marks in the aggregate. Candidates belonging to SC/ST communities and all candidates possessing qualification higher than Matriculation are exempted from the stipulation of 50% marks in aggregate in Matriculation.
3.	<b>Junior Clerk</b> PB-1 Rs.5200-20,200/- GP-Rs.1900/-	92	34	35	23	VH(B,LV), HH & OH (BL, OL)	18 to 40	C-1	Matriculation or its equivalent with not less than 50% marks in the aggregate with typing proficiency @ 30 wpm in English or @ 25 wpm in Hindi. Candidates belonging to SC/ST communities and all candidates possessing qualification higher than Matriculation are exempted from the stipulation of 50% marks in aggregate in Matriculation.
4.	<b>Junior Accounts Clerk</b> PB-1 Rs.5200-20,200/- GP-Rs.1900/-	96	33	36	27	VH(B,LV), HH & OH (OA,OL, BL, OAL)	18 to 40	C-1	<b>Same as Cat.No.3</b>
5.	<b>Post Graduate Teacher (Bengali Literature) in Bengali Medium</b> PB-2 Rs.9300-34,800/- GP-Rs.4800/-	01	01	00	00	VH (B, LV)	20 to 55	C-2	i) Second Class Master Degree in Bengali Literature (ii) University Degree/ Diploma in education/teaching or (iii) Integrated two years post graduate course of regional college of education of NCERT (iv) Competent to teach through Bengali Medium.
6.	<b>Trained Graduate Teacher (English Literature)</b> PB-2 Rs.9300-34,800/- GP-Rs.4600/-	02	02	00	00	VH (B, LV)	20 to 55	C-2	i) Second Class Bachelor Degree with English Literature (ii) University Degree/ Diploma in education/teaching or (iii) four years integrated degree course of regional college of education of NCERT (iv) The condition of second class Bachelor degree can be relaxed for those with post graduate degree in English.
7.	<b>Primary School Teacher (Bengali Medium)</b> PB-2 Rs.9300-34,800/- GP-Rs.4200/-	03	03	00	00	VH (B, LV)	20 to 55	C-2	i) Higher Secondary with JBT (2 years) or it's equivalent or Intermediate with JBT (1 Year) or it's equivalent or Senior Secondary (plus 2) examination with JBT (1 Year) or it's equivalent. (ii) Competent to teach through Bengali Medium

8.	Lab. Supdt. Gr.III PB-2 Rs.9300-34,800/- GP-Rs.4200/-	01	00	01	00	HH,OH(OA,OL, BL)	18 to 43	B-1	B.Sc with Biochemistry / Microbiology / Life Science or equivalent + Diploma in Medical Laboratory Technology (DMLT) or equivalent or B.Sc. in Medical Technology (Laboratory) from recognized Institution.
9.	Ticket Examiner PB-1 Rs.5200-20,200/- GP-Rs.1900/-	71	23	22	26	VH(LV),HH & OH (OA, OL, MW)	18 to 40	B-2	Same as Cat.No.2
10.	Goods Guard PB-1 Rs.5200-20,200/- GP-Rs.2800/-	10	00	00	10	OH (OA) & HH	18 to 43	A-2	Degree from recognized university or its equivalent.
11.	Asstt. Station Master PB-1 Rs.5200-20,200/- GP-Rs.2800/-	03	00	00	03	OH (OA,OL,MW) & HH	18 to 43	A-2	Degree from recognized university or its equivalent. Diploma from Institute of Railway Transport, Rail Bhavan, New Delhi will be treated as additional desirable qualification.
12.	Junior Engineer (Works) PB-2 Rs.9300-34,800/- GP-Rs.4200/-	01	00	00	01	OH (OA & OL)	18 to 43	B-1	Diploma in Civil Engineering / Civil Engineering (Construction Technology)/ Civil Engineering (Public Health)/ Civil Engineering (Water Resources) / Civil Engineering (Transportation)
13.	Junior Engineer (Drawing) PB-2 Rs.9300-34,800/- GP-Rs.4200/-	01	00	00	01	OH (OA, OL & BL) & HH	18 to 43	C-1	Diploma in Civil Engineering from a recognized Institution.
*14.	Technician-III (Fitter) PB-1 Rs.5200-20,200/- GP-Rs.1900/-	02	01	00	01	OH (OL), VH(LV) & HH	18 to 40	B-1	Matriculation plus Course completed Act Apprenticeship / ITI approved by NCVT/SCVT in the trade of Fitter.
*15	Technician-III (Fitter) C&W PB-1 Rs.5200-20,200/- GP-Rs.1900/-	02	00	00	02	VH, OH(OL & BL) HH	18 to 40	B-1	Matriculation plus Course completed Act Apprenticeship / ITI approved by NCVT/SCVT in the trade of Fitter / Fitter general.
*16	Technician-III (Fitter) for Diesel Mechanic Wing/ Technician-III (Diesel Mechanic) PB-1 Rs.5200-20,200/- GP-Rs.1900/-	02	00	00	02	VH, OH(OL & BL) HH	18 to 40	B-1	Matriculation plus Course completed Act Apprenticeship / ITI approved by NCVT/SCVT in the trade of Diesel Mechanic / Mechanic Diesel.
*17	Technician-III (Electric) PB-1 Rs.5200-20,200/- GP-Rs.1900/-	01	00	00	01	OH(OL), VH (LV) & HH	18 to 40	B-1	Matriculation plus Course completed Act Apprenticeship / ITI approved by NCVT/SCVT in the trade of Electrician.
*18	Technician-III (Diesel Electric) PB-1 Rs.5200-20,200/- GP-Rs.1900/-	01	00	00	01	VH(LV), OH(OA, OL & MW) & HH	18 to 40	B-1	Matriculation plus Course completed Act Apprenticeship / ITI approved by NCVT/SCVT in the trade of Electronics Mechanic.

**ABBREVIATIONS USED :** SC-Scheduled Castes, ST-Scheduled Tribes, OBC-Other Backward Classes, UR-Un-reserved, PWD-Persons with Disabilities, VH-Visually Handicapped, HH-Hearing Handicapped; OH-Orthopedically Handicapped, B-Blind, LV-Low Vision, OL-One Leg, OA-One armed, BL - Both legged, OAL - One arm and one leg, MW-Muscular Weakness, PB-Pay Band, GP-Grade Pay, SCVT-State Council of Vocational Training, NCVT - National Council of Vocational Training, B1, C1, C2 - Different standards of medical examination before appointment, WPM – Words per minute, JBT-Junior Basic Training, NCERT-National Council of Education Research And Training, ITI-Industrial Training Institute

**NOTE:**

\*(i) Where there is no reservation for candidates in the Special Recruitment Drive, persons selected against this recruitment drive will be placed in the appropriate Community namely SC/ST/OBC/General depending upon category to which they belong.

\*(ii) Candidates applying for the posts of Junior Accounts Clerks and Junior Clerks should possess typing proficiency of 30 wpm in English or 20 wpm in Hindi. They have to pass the typing examination before appointment. If they fail to qualify in the typing test they would be appointed provisionally subject to the condition that they would qualify the typing test within a period of two years failing which their services will be terminated.

\*\* (iii) Relaxation in upper age limit is given to OBC candidates by 3 years and to SC/ST candidates by 5 years.

**3. APPLICATION FEE :** There is No application fee for any candidate of any community.

#### 4. PERSONS WITH DISABILITIES (PWD):

##### 4.1 Definition of categories 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) 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 **are not ELIGIBLE to apply**.
- (c) **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 execution of a task with appropriate assistive device.
- (d) **Hearing impairment** : 'Hearing impairment' means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- (e)(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 conditions 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 **orthopedically handicapped persons** would be covered under the category of 'locomotor disability or cerebral palsy'.

4.2 **DEGREE OF DISABILITY FOR RESERVATION** : Only such persons would be eligible for reservation who suffer from **not less than 40 per cent** of relevant disability. Candidates have to submit a Disability Certificate issued by a competent authority in the format given in **Annexure - V**.

4.3 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 Assistant Personnel Officer (Recruitment), South Eastern Railway, Garden Reach, Kolkata – 700 043 in advance as per Annexure-'IV'. The engagement of SCRIBE 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 shall be issued to the SCRIBE accompanying the Visually Handicapped candidates. Admit cards should contain the particulars and Photograph of the SCRIBE duly signed by him/her.
- 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 of any academic discipline if the recruitment is for General Post. If the recruitment is for a specialized post, he/she should be from the discipline different from that of a candidate.
- d) The candidates as well as the SCRIBE will have to give a suitable undertaking (Annexure-'IV') along with the application confirming that the SCRIBE fulfils all the stipulated eligibility criteria for a SCRIBE 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 examination. The Visually handicapped candidate shall be responsible for any misconduct on the part of the SCRIBE brought by him/her. The undertaking, as given in Annexure 'IV' should be submitted by the Visually handicapped candidates/whose writing speed is effected by Cerebral Palsy, along with his/her application.

4.4. **Authority competent to issue disability certificate**: The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government as per proforma prescribed as at **Annexure – V**.

4.5 All selected candidates shall be subjected to medical examination by Railway medical authority at the time of appointment and only those conforming to the medical standard for the respective category as laid down in the Indian Railways Medical Manual will only be eligible for appointment.

#### 5. HOW TO APPLY: you can also visit <http://www.railwayrecruitment.co.in/> for more railway jobs

- 5.1 Candidate should submit the applications in the format at **Annexure-I** to this notification.
- 5.2 The applications should be on a **good quality A-4 size bond paper (80 gsm)** using one side only. Newspaper cutting should not be used as applications. Applications on a single sheet conforming to the above specifications will only be accepted. Candidates can also download the application from the website [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in) . Candidates using printed application form from any other source should ensure that it conforms to the prescribed format.
- 5.3 Candidates should fill up the application form either in **Hindi or in English** with blue or black ball point pen only.
- 5.4 Candidates will be considered only for those posts applied for.
- 5.5 **Photograph**: One recent (not earlier than 3 months from the date of application) coloured **passport size photograph** with clear view of the candidate **without cap and sunglasses** should be pasted in the application form in the space provided. The candidate should **sign** in the space provided in the box **below the photograph**.
- 5.6 The candidate should **fill column No.7** indicating his address with **pin code** in the application form in English only, even for applications in Hindi.
- 5.7 Candidates **except VH and suffering from cerebral palsy** should copy the declaration at column No.15 of the application form in his/her **own handwriting**; otherwise their applications will be rejected.
- 5.8 Candidates should **affix their left hand thumb impression** (right hand thumb impression for those not having left arm) in the designated box in the application form. The thumb impression must be **clear and complete**. **Applications without thumb impression or blurred / smudged impressions shall be rejected**.

- 5.9 In **column No.13** of the application form the candidate should indicate any **clear/visible marks of identification** on their body like 'a mole on the nose' or 'cut mark on the forehead' etc. **The application form of the candidate is liable to be rejected if he/she does not indicate identification marks.**
- 5.10. Candidate belonging to SC/ST communities should produce community certificates in the format given in **Annexure-II** of the notification. Candidates belonging to OBC community should produce community certificate in the format given in **Annexure-III** of the notification. In addition OBC candidates should give self-declaration of non-creamy layer status in the proforma attached in **Annexure-IV**.
- 5.11 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.
- 5.12 Candidates should send their applications well in advance so as to reach this office on or before the closing date and time. Railway Administration will not be responsible for any postal delay or wrong delivery of applications.

#### 6) WHOM TO APPLY:

- 6.1 The filled in application form complete in all respects along with the required documents should be **addressed** to the Assistant Personnel Officer (Recruitment), Railway Recruitment Building, Bungalow No.12A, South Eastern Railway, 11 Garden Reach Road, Kolkata –700 043.
- 6.2 Envelopes containing the applications should be superscribed "**Application for Recruitment of Persons with Disabilities (SRD)**" **Employment Notice No.**\_\_\_\_\_ **Category No.**\_\_\_\_\_ **Post**\_\_\_\_\_ (indicate the Category No. and Name of the post applied).
- 6.3 The application should be **sent by ordinary post** so as to reach this Office on or before the closing date and time mentioned above. The filled in application can also be dropped in the boxes kept at Railway Recruitment Building, Bungalow No.12A, South Eastern Railway, 11 Garden Reach Road, Kolkata – 700 043 on or before the closing date and time.
- 6.4 **ONLY ONE APPLICATION:** Each candidate should send **only one application for one category** or categories of posts. Candidates submitting multiple applications for the same post/group of posts will not be considered. Even if such a candidate gets selected inadvertently, he/she will not be offered appointment later on.
- (a) Candidate should note that wherever it is mentioned to submit separate application, they should send separate application & all other necessary enclosures in separate envelopes.
- (b) Wherever it is prescribed to submit single application for more than one category, candidate can apply for more than one post in a single application & their order of preference of post can be mentioned in the application.
- (c) Candidate should, however, note that South Eastern Railway may hold Written examination for the posts notified in the notification simultaneously on the same day.

Candidates are advised to apply accordingly.

#### 7. Mode of Selection:-

- 7.1 The selection shall be made strictly as per merit on the basis of a written examination consisting of multiple choice objective type questions pertaining to General Awareness, Arithmetic, General Intelligence and Reasoning and technical subjects (wherever applicable). The question paper will be in English, Hindi, Bengali, Urdu & Oriya.
- 7.2 Duration of the examination is likely to be 90 minutes with 100 questions.
- 7.3 There will be negative marking - 1/3 mark will be deducted for each wrong answer.
- 7.4 The syllabus for the written examination will generally be in conformity with the educational standards and/or technical qualifications prescribed for the post.
- 7.5 Railway Administration, at its discretion may hold additional written test(s), if considered necessary for all or for a limited number of candidates as may be deemed fit by Railway Administration.
- 7.6 The date, time and venue of the written examination will be fixed by the Railway Administration and will be intimated to the eligible candidates in due course. Request for postponement of the examination and change of centre/venue will not be entertained under any circumstances.
- 7.7 Based on the performances of candidates in the written examination, candidates equal to the number of vacancies will be called for document verification in the main list. In addition, 30% extra candidates will also be called as standby candidates and they shall be considered for empanelment only if there is shortfall in empanelment from the main list. During document verification, candidates will have to produce their original certificates.
- 7.8 Appointment of selected candidates is subject to his/her passing requisite Medical Fitness Test to be conducted by the Railway Medical Authority, final verification of educational certificates, community certificate and verification of antecedent/character of the candidate.

#### 8. GENERAL INSTRUCTIONS

- 8.1 Before applying for any post, the candidates should ensure that he/she fulfils all the eligibility norms. The candidates should possess the requisite Educational/Technical qualifications from recognized University/Institute as on the closing date of submission of the application. **Those awaiting results of the final examination need not apply.**
- 8.2 Candidates should fill up the application and must sign as well as put their left hand thumb impressions at the prescribed places. Candidates not having the left arm can affix their right hand thumb impression.
- 8.3 Candidates except VH and suffering from cerebral palsy are required to sign in English or in Hindi in the prescribed places provided in **Application Form**. The signature of Application Form, Answer Sheet, Question Booklet and other places should be identical. The signature must be in running hand and not in block capital or disjointed letters. Signatures at the time of application, written examination and document verification in different style or language may result in cancellation of candidature.
- 8.4 Candidates should note that the Date of Birth as recorded in the Matriculation/High School Examination or an equivalent Certificate / Admit Card will only be accepted by the Railway Administration.

- 8.5 The candidates whose applications are rejected would also be informed of the reason/s of rejection. The details of eligible as well as ineligible candidates for a particular post will also be put on the website of South Eastern Railway at least one week prior to the written examination. Railway Administration will not be responsible for any postal delay/wrong delivery of call letters/rejection letters.
- 8.6 Selected candidates will have to undergo training wherever training is prescribed for the post.
- 8.7 Emoluments on initial appointment will be minimum pay of the Pay band plus Grade pay plus other allowances admissible at that time. During the training period only stipend will be paid as applicable. Candidates may have to give security deposit and execute indemnity bond, wherever necessary.
- 8.8 Free Second Class Railway Pass will be issued to eligible candidates belonging to SC/ST communities when they are called for written examination/document verification provided they had submitted valid caste certificates.
- 8.9 Female candidates are also eligible. However, it may be noted that some categories involve duties which are arduous in nature and call for working in shifts at odd hours.
- 8.10 Other Zonal Railways are likely to issue the similar notification for the Recruitment Drive and written examinations could be held on a common date. Candidates should keep this in view while submitting their applications.
- 8.11 Those who are employed in Central/State Government Services should submit their application form with a "No objection certificate" from their Head of Department. **Without N.O.C. the application form will be rejected.**

## 9. INVALID APPLICATIONS:

Candidates are requested to read all instructions thoroughly before sending their applications otherwise their applications are likely to be rejected on one or more of the following reasons:

- 9.1 Applications received after the closing date and time.
- 9.2 Applications not in the prescribed format or which are incomplete / illegible in any manner.
- 9.3 Candidates not in possession of required educational qualifications on the date of applying or are under-aged/over-aged as on 01.07.2012.
- 9.4 More than one application submitted by the same candidate. .
- 9.5 Applications without latest photo not being affixed.
- 9.6 Applications without the declaration being re-produced by the candidates in their own handwriting in the space provide for in the application.
- 9.7 Applications without signature or with signatures in capital letters or with different signatures at different places.
- 9.8 Thumb impression not affixed or is blurred / smudged.
- 9.9 Copies of required enclosures as mentioned in Para 10 **not** enclosed.
- 9.10 More than one application submitted in single envelope.
- 9.11 Application which is not addressed to the **Assistant Personnel Officer (Recruitment), South Eastern Railway, 11, Garden Reach Road, Kolkata – 700 043.**
- 9.12 Any other irregularity noticed that are considered invalid by the Railway Administration.
- 9.13 **Identification marks** column not filled up in application form.
- 9.14 Candidates name figuring in debarred list.
- 9.15 Category/post not filled up or incorrectly filled up.

## 10. Enclosures to the Application :

Candidates should enclose self-attested photocopies of the relevant certificates as mentioned below.

**Original certificates should not be enclosed.**

- 10.1 Only school leaving certificate / Admit Card (Class-X) would be the accepted proof of date of birth.
- 10.2 Certificates in proof of academic / technical Qualifications or experience wherever prescribed.
- 10.3 Community certificates for candidate belonging to SC/ST/OBC communities issued by the prescribed authority as per **Annexure-II & III** respectively.
- 10.4 Physical Disability certificates issued by the prescribed authority as per **Annexure-V**
- 10.5 Declaration by visually handicapped / those affected cerebral palsy requiring the assistance of a scribe issued by the prescribed authority as per **Annexure-VI**
- 10.6 Two self addressed envelopes (size 26 x 12 cm) should be enclosed. One of them should be affixed with Rupees 5/- postage stamp.

11. **NOTE** Copy of the employment notification, Application Format, Annexures are also displayed on the website of South Eastern Railway [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in).

12. **CAUTION** : Candidates are cautioned to be aware of touts and job racketeers trying to deceive them by false promises of securing job in Railways either through influence or by use of unfair or unethical means. Candidates will be selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap. Outside influence/canvassing by the candidate in any form will lead to cancellation of his/her candidature.

**Assistant Personnel Officer (Recruitment)  
for Chief Personnel Officer**



## FORM OF CASTE CERTIFICATE FOR SC/ST

(The form of the Caste Certificate to be produced by Scheduled Caste and Schedule tribes Candidates Applying For Appointment To Posts Under the Government of India)

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) 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 Reorganisation) Act, 1971, and the Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956 @

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 @.As amended by the Schedule Caste and Schedule Tribe order (Amendment Act , 1976) @

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 Caste Order, 1978 @

The Constitution (Sikkim) Scheduled Tribes Order, 1978 @

Shri/Shrimati/Kumari\*\_\_\_\_\_and/or his /her\* family, reside(s) in village /town\*\_\_\_\_\_of\*\_\_\_\_\_

Signature\_\_\_\_\_

\*\*Designation\_\_\_\_\_

(with seal of Office) State/Union Territory\*\*

Place\_\_\_\_\_

Date\_\_\_\_\_

\*Please delete the words which are not applicable.

@ Please quote the specific presidential Order.

Note: The term "ordinarily reside(s) \*\* used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

\*\* Officers competent to issue Caste/Tribe certificates:

\*\* District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Additional 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) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate/ Revenue Officers not below the rank of Tahsildar / Sub- Divisional Officer of the area where the candidate and/ or his/ her family reside(s).

Note: ST Candidates belonging to Tamilnadu State should submit caste certificate ONLY from the REVENUE DIVISIONAL OFFICER.

## OBC CERTIFICATE FORMAT

## FORM OF CERTIFICATE TO BE PROCURED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum\*.....son/daughter\* of Shri..... of village/Town.....district.....in state belongs to .....community which is recognised as backward class under:

(indicate the Sub Caste above)

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

Shri /Smt. /Kum\*.....and/or his/her family ordinarily reside(s) in the..... District 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 and modified vide Government of India, Department of Personnel and Training O.M. 36033/3/2004-Estt.(Res) dated 09.03.2004.

Place :

Date :

Proforma for declaration to be submitted by Other Backward Class Candidates along with the application while applying for the posts against Employment Notice No. \_\_\_\_\_ of \_\_\_\_\_.

**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 persons/sections (Creamy Layer) mentioned in column 3 of the Schedule 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 candidate

Date:

Name of the candidate

FORM OF MEDICAL CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)

Name & Address of the Institute/Hospital:

Certificate No.....

Date.....

**DISABILITY CERTIFICATE**

1. This is certified that Shri/Smt/Kum \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_ is suffering from permanent disability of following category:

A. Locomotor or cerebral palsy:

- (i) BL-Both legs affected but not arms. (a) Impaired reach
- (ii) BA-Both arms affected (b) Weakness of grip
- (iii) OL-One leg affected (right or left) (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (iv) OA-One arm affected (right or left) (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (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
- (Delete the category whichever is not applicable)

C. **Hearing impairment:**

- (i) D-Deaf (ii) PD-Partially Deaf

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Reassessment 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. Sri./Smt./Kum.....meets the following physical requirements 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) RW-can perform work by reading and writing.     | Yes | No |

Paste here your recent colour photograph showing the disability (The photograph should be attested by the Chairperson of the Medical Board)

Signature of candidate in the above box below the photograph

(Signature of Doctor)

Name:

Registration No.:

Member, Medical Board

(Signature of Doctor)

Name:

Registration No.:

Member, Medical Board

(Signature of Doctor)

Name:

Registration No.:

Medical Board

Member/Chairperson,

- 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) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-Section (1) and (2) or 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'.

DECLARATION TO BE SUBMITTED BY VISUALLY HANDICAPPED CANDIDATES/THOSE CANDIDATES WHOSE WRITING SPEED IS AFFECTEI) BY CEREBRAL PALSY PARTICULARS OF THE SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

1 Name of the Candidate..... Control No(Office Use)

2 Date of birth of the candidate.....

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 the Scribe \_\_\_\_\_

\_\_\_\_\_

7 Relationship if any, of the scribe of the candidate \_\_\_\_\_

Paste here recent colour passport size photograph of the scribe of size 4 cm X 5 cm. (The colour photograph should not be more than 3 months old)

Signature of scribe in the above box below the photograph

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 Board 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 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 candidate as the application is for a specialist post. (Delete the portion not applicable)



Left Thumb impression of the candidate in the box given above



Left Thumb impression of the scribe in the box given above