



EAST CENTRAL RAILWAY, HAJIPUR
General Departmental Competitive Examination

Recruitment Section
Office of the CPO,
Hajipur (Vaishali) 844101

Website : www.ecr.indianrailways.gov.in

Helpline Tele No. 06224-274226

Employment Notice No: ECR/HRD/Rectt/GDCE/2013

Date of Issue: 31.07.2013

Date & Time of Closing: 17.00 hrs. of 30.09.2013

GDCE to posts in Pay Band – 1 of Rs.5200-20200 with Grade Pay of Rs.1900/-& 2800 and Pay Band-2 Rs.9300-34800 with Grade Pay of Rs.4200/-

In terms of instructions issued vide Railway Boards letter no. E(NG)I-92/PM 2/16 Dated 20.08.1993 (RBE No. 129/1993) and other instructions issued from time to time General Manager (P) , E.C.Railway Hajipur invites applications from eligible serving Railway employees of East central Railway to fill up the following posts against GDCE Quota on prescribed format forwarded through proper channel within stipulated time to concerned Personnel branch who will send the application to General Manager(Personnel) in bunch.

IMPORTANT INSTRUCTIONS

1. This Notification is only for serving Railway employees of East Central Railway.
2. An employee can submit only on application form indicating preference of post as per His/her eligibility.
3. Allotment of post will be made to successful candidates on the basis of priority of option given in the application.
4. Breakup of the posts and eligibility are indicated below

Cat No.	Name of the Post	Pay Band + Grade Pay	No of Vacancy					Medical Standard	Minimum Educational Qualification	Mode of Selection
			Community wise breakup							
			UR	SC	ST	OBC	Total			
1	2	3	4	5	6	7	8	9	10	11
1	Trains Clerk	`5200-20200 GP `1900	07	02	01	04	14	A-3	Matriculation OR its equivalent with not less than 50% marks in the aggregate. SC/ST/PH candidates who have passed Matriculation can apply irrespective of marks obtained by them in Matriculation. Candidates who have passes higher qualification can apply irrespective of marks obtained by them in matriculation.	Selection by written test through RRB.
2	Goods Guard	`5200-20200 GP `2800	51	16	8	28	103	A-2	Degree from a Recognised University or equivalent.	
3	Traffic Apprentice	`9300-34800 GP `4200	8	2	1	4	15	A-2	Degree from a Recognised University or equivalent. Diploma in Rail Transport management will be an additional desirable qualification.	

1. **ELIGIBILITY CRITERIA :**

1.1 **MINIMUM EDUCATIONAL QUALIFICATION:** Indicated against each post.

1.2 **AGE LIMIT:**

The normal age limits will be up to 40 years for Unreserved candidates, 43 years for OBC candidates and 45 years for SC/ST candidates reckoned **as on 01.07.2013.**

2. **APPLICATION FEE:** Nil

3. **MODE OF APPLICATION:**

3.1 Candidates should submit the applications **in the prescribed format** annexed as **Annexure- 1** to this Notification.

3.2 The application should be on good quality A-4 size bond paper (80 GSM) using **one side only.**

3.3 Candidates should ensure that application is **on a single sheet** conforming to the above specifications. The candidates can also download the application format from our web site: www.ecr.indianrailways.gov.in. Candidates using printed application form from any other source should ensure that it conforms to the prescribed format.

3.4 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.

3.5 Candidates belonging to SC/ST communities should enclose the community certificate in the format given in **Annexure -2** of this Notification.

3.6 Candidates belonging to OBC community should produce a community certificate in the format given in **Annexure - 3** of this notification. In addition the OBC candidates should enclose self-declaration of non-creamy layer status in the proforma given in **Annexure-4.**

3.7 Candidates should send their applications through proper channel.

4 **TO WHOM TO APPLY:**

4.1 The filled in application along with the required documents should be addressed to the **Senior Personnel Officer (Recruitment), Recruitment Cell, CPO Office, East Central Railway, Hajipur (Vaishali) – 844101, Bihar.**

4.2 The application should be sent through proper channel i.e. concerned Personnel Department only. No other mode should be accepted.

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 **GENERAL CONDITIONS:**

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

6.2 Quotas prescribed for SC&ST will be applicable to GDCE.

6.3 All regular employees possessing the prescribed educational qualifications for direct recruitment shall be eligible to appear in the GDCE, irrespective of the grade and cadre.

6.4 The standard of examination shall be like that of direct recruitment to avoid any dilution of the cadre. If suitable candidates do not become available in adequate number as a result of GDCE, the shortfall will be made good by direct recruitment through Railway Recruitment Board.

6.5 Zone of consideration for GDCE will encompass staff belonging to all the departments /Branches in a division/Workshop/Headquarter Office/Extra Divisional Office/Production Unit as the case may be subject to their applying through proper channel in response to the notification to GDCE.

6.6 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.

- 6.7 Selected candidates are liable to be posted anywhere in East Central Railway. Decision of Railway Administration in this regard shall be final.
- 6.8 Railway Administration reserves the right to alter the modus of examinations or re-conduct written examination or to cancel part or whole of any process of recruitment at any stage.
- 6.9 Medical examination: The candidates empanelled in GDCE 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.
- 6.10 Candidates recommended for a particular category of post with a higher medical classification will not be considered for any alternative post with lower medical classification in the event of their medical unfitness.
- 6.11 No examination fee is admissible.

7 Enclosures to the Application:

Candidates should enclose attested photocopies of the relevant certificates as mentioned below by a **Gazetted Officer or self**. **Original certificates should not be enclosed. One extra photograph should also attached with application form.**

- 7.1 Certificates in proof of the Date of Birth. Only 10th class or school leaving certificate will be accepted.
- 7.2 Certificates in proof of educational/technical qualifications (if any).
- 7.3 Community certificates for candidates belonging to SC/ST/OBC communities.

8 INVALID APPLICATIONS:

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

- 8.1 Applications received after the closing date & time.
- 8.2 Application received without proper channel.
- 8.3 Applications not in the prescribed format or which are incomplete in any manner.
- 8.4 Candidates do not possess Educational/Technical qualifications on the date of filling application.
- 8.5 Candidate over aged **as on 01.07.2013**.
- 8.6 More than one application submitted by the same candidate. In this case all such applications shall be rejected.
- 8.7 Applications without the required photo/photo not affixed.
- 8.8 Applications without the declaration being re-produced by the candidates in the application.
- 8.9 Applications without signature.
- 8.10 Left Hand Thumb impression not affixed or is blurred/smudged.
- 8.11 Attested by self or by a Gazetted Officer copies of required enclosures as mentioned in Annexure-1 of Para 19 not enclosed.
- 8.12 More than one application submitted in one envelope.
- 8.13 Applications which are not addressed to the Senior Personnel Officer (Recruitment) Chief Personnel Officer Office (Recruitment Cell),Cell, East Central Railway, Hajipur.
- 8.14 Applications which are filled in a language other than Hindi/English.
- 8.15 Any other irregularity deficiency noticed and considered invalid.

9 ABBREVIATIONS USED:

SC–Scheduled Caste; ST-Scheduled Tribe; OBC-Other Backward Classes; UR-Un-Reserved;

A copy of the notification, Application Format, annexures are also placed on the official website of East Central Railway www.ecr.indianrailways.gov.in.

11. NEAREST RAILWAY STATION
(For issue of free railway pass to
SC/ST candidates)

12. Tick () Gender Female Male 13. Marital Status Married Unmarried

14. Nationality

15. Religion: Hindu Muslim Christian Sikh Buddhist Jain Parsi Other

16. Are you (Please) (i) Govt. Employee: Yes / No (ii) Ex-Serviceman: Yes / No
(iii) Physically Handicapped: Yes / No VH OH HH

17. Present employment (To be filled by all Railway Employees)

Designation & Grade	Date from	Date to	Name & address of Employer

18

Do you seek age relaxation TICK (✓) appropriate Box	SC	ST	OBC	Ex-SM	Railway Employee

19. Documents attached in proof of Indicate below

1.....	1.....
2.....	3.....
4.....	5.....
5.....	6.....
7.....	8.....

20. Please copy the following declaration in your own hand-writing in running hand in the space provided below:
"I hereby declare that all the statements made by me in the application are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statements is found untrue during any stage of recruitment or thereafter, shall disqualify me for the post applied for and I shall also be liable for any other action under the extant rules".

Place :
Date :

**Left Thumb Impression
of the Candidate**

Signature of candidate(in hindi)

Signature of candidate(in English)

(Not to be signed in Capital Letters)

EAST CENTRAL RAILWAY

FORM OF CASTE CERTIFICATE FOR SC/ST

A Candidate who claims to belong to one of the scheduled caste or scheduled tribe should submit in support of his/her claim a self attested copy of a certificate in the form given below from the district magistrate or the sub-divisional officer or any other officer as indicated below of the district in which his/her parents (or surviving parents) ordinarily reside and who has been designated by the State Government concerned as competent to issue such a certificate. If both the parents are dead, the officer signing the certificate should be of the district in which the candidate himself / herself resides otherwise than for the purpose of his / her own education. Wherever, photograph is an integral part of the certificate, the RRB would accept only self attested photocopies of such certificates and not any other attested or true copy.

(The Form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India)

This is to certify that Shri / Shrimati /Kumari*.....
 son/daughter* of.....of Village / Town*.....in
 District/Division*.....of State / Union Territory*.....
 belongs to the.....Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe* under:-

The Constitution (Scheduled Castes) Order, 1950* The Constitution (Scheduled Tribes) Order, 1950*

The Constitution (Scheduled Castes) (Union Territories) Order, 1951*

The Constitution (Scheduled Tribes) (Union Territories) Order, 1951*

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Re-organisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, 1970 and the North Eastern Area (Re-organisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976)

The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956 @

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 @ as amended by the Scheduled Castes and Scheduled Tribes 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 Orders, 1964@

The Constitution (Scheduled Tribes) (Uttar 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 (Sikkim) Scheduled Tribes Order, 1978 @

Shri/Shrimati/Kumari *.....and / or his / her* family, reside(s) in village /

town*.....of*.....District/Division* of the

State / Union Territory* 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 / 1st Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate) Chief Presidency Magistrate / Additional Chief Presidency

Magistrate / Presidency Magistrate / Revenue Officers not below the rank of Tahsilar / Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s).

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

EAST CENTRAL RAILWAY

OBC CERTIFICATE FORMAT

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

This is to certify that Shri / Smt. / 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 the 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 the Gazette of India - Extraordinary-part 1, Section 1, No.210, dated 11th December 1996.
- 5) Resolution No.12011/68/93-BCC, published in the Gazette of India - Extraordinary-No. 129, dated the 8th July 1997.
- 6) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 164, dated the 1st September 1997.
- 7) Resolution No.12011/99/94-BCC, published in the Gazette of India - Extraordinary-No. 236, dated the 11th December 1997.
- 8) Resolution No.12011/13/97-BCC, published in the Gazette of India - Extraordinary-No. 239, dated the 3rd December 1997.
- 9) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 166, dated the 3rd August 1998.
- 10) Resolution No.12011/68/93-BCC, published in the Gazette of India - Extraordinary-No. 171, dated the 6th August 1998.
- 11) Resolution No.12011/68/98-BCC, published in the Gazette of India - Extraordinary-No. 241, dated the 27th October 1999.
- 12) Resolution No.12011/88/98-BCC, published in the Gazette of India - Extraordinary-No. 270, dated the 6th December 1999.
- 13) Resolution No.12011/36/99-BCC, published in the Gazette of India - Extraordinary-No. 71, dated the 4th 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.No.36033/1/2013-Estt. (Res) dated 27.05.2013.

Place :

Date :

DISTRICT MAGISTRATE / DY. COMMISSIONER ETC.

*Strike out whichever is not applicable

(With Seal of Office)

NB : (a) The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act 1950.

(b) The Authorities competent to issue caste certificates are indicated below : (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate) (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar, and (iv) Sub-Divisional Officer of the area where the Candidate and or his family resides.

EAST CENTRAL RAILWAY

Proforma for declaration to be submitted by Other Backward Class (**OBC**) Candidates along with the application while applying for the posts against Employment Notice No.....of East Central Railway/Hajipur.

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 recognised 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