

1. GENERAL INSTRUCTIONS :-

- 1.01 Before applying for any post, the candidates should ensure that he/she fulfills all the eligibility norms. The candidate should have 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. RRB may reject the applications of candidates at any stage of recruitment process in case the candidate is not fulfilling the requisite criteria, and if appointed, such candidates are liable to be removed from service summarily.
- 1.02 The candidates who have been debarred for life from all RRB examinations or the candidates who have been debarred for a specified period which is not yet completed, need not apply in response to this Employment Notice. Their candidature will be rejected during any stage of recruitment as and when detected.
- 1.03 Candidates should fill up the application in his/her own handwriting and must sign as well as put their left hand thumb impressions at the prescribed places. Applications should be filled either in English or in Hindi. Application should be on a good quality A4 size bond paper (80 GSM) using one side only. Newspaper cuttings should not be used as application. The candidates purchasing printed application from the market should ensure that it conforms to the prescribed format published in the Employment Notice. The candidates can also make photocopy of the application format as given in the Employment News/Rozgar Samachar and then fill up the details. They can also download the application format from the website of the RRB. The detailed employment notice has also been displayed on the notice board in the office of RRB. The candidates should send their application sufficiently in advance before the closing date. RRB will not be responsible for any postal delay/wrong delivery at any stage of the selection process.
- 1.04 The candidates are required to sign in English or in Hindi in the prescribed places provided in Application Form and Information Sheet. The signatures on Application Form, Information sheet, Answer Sheet, Question Booklet and other places should be identical. The signatures 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.
- 1.05 Candidates applying for more than one post should send separate application with separate IPO/DD as examination fee. One envelope should contain one application for one post only. Candidates should however note that the RRB may hold written exam / online examination for more than one category in a single session
- 1.06 Candidates submitting more than one application for the same category will be summarily rejected.
- 1.07 Candidates should note that only the Date of Birth as recorded in the Matriculation/High School Examination Certificate or an equivalent Certificate as on the date of submission of applications will only be accepted by the RRB.
- 1.08 Serving Defense Personnel likely to be released within one year of the closing date (i.e. 27.01.2009) can also apply against Ex-Servicemen vacancies.
- 1.09 Vacancies of Ex-Servicemen and persons with disability given in the above table are not separate but included in the total number of vacancies
- 1.10 The number of vacancies indicated in this Employment Notice is provisional and may increase or decrease or even become Nil depending upon the actual needs of the Railway Administration. The Administration also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all. In the event /cancellation of notified vacancies, the examination fees paid by the candidates will not be refunded.
- 1.11 Dates of all examinations and results are published in Employment News/Rozgar Samachar and local dailies. These are also given in the website of the Railway Recruitment Board. Call letters for written / online examinations are sent to candidates by post (Under Certificate of Posting). The candidates whose applications are rejected are also intimated through post along with the cause of rejection. The details of eligible as well as ineligible candidates for a particular post are also put on the website of the Railway Recruitment Board at least one week prior to the written / online examination for that post. RRB will not be responsible for any postal delay/ wrong delivery of call letters / Rejection letters. RRB does not intimate candidates who are not selected in written/ online examination or any other test.

While every precautions is being taken to issue correct call letters however candidates are advised to see the correctness of the call letter vis-a-vis his application and get it corrected in case of any discrepancy as it has bearing on the outcome of result. If a candidate fails to point out the discrepancies and does not get it rectified then it shall be sole responsibility of candidate if subsequently he becomes ineligible due to in-correctness of the call letter.

The written examination for different categories may be /are generally held simultaneously on one date by RRB Jammu and it may also coincide with other RRB exam. Candidate(s) who have applied for more than one category may choose to appear one category as per his/her choice of preference in case written exam is held simultaneously on one date.

All entries in the answer sheet/ OMR should be made in with the blue or black ball point pen only. The Answer sheet will not be checked if Pencil or Sketch Pen or Gel Pen is used and candidature shall stand cancelled.

Candidates are required to submit their Call letter, OMR / Answer sheets (original & duplicate both) & Question paper booklet to the invigilator after written examination if any candidate takes away with him/her any one of the above documents then his/her candidature shall stand cancelled & his/her answer sheet will not be checked.
- 1.12 Selection by RRB does not confer upon candidates any right of appointment in Railway. The function of the RRB is to recommend names of suitable candidates to the Chief Personnel Officer of the concerned Zonal Railway / Production Unit who in turn issues the offer of appointment letter subject to the availability of vacancies and candidates being found medically fit and satisfying all eligibility criteria
- 1.13 Selected candidates will have to undergo training wherever training is prescribed for the post.
- 1.14 Emoluments on initial appointment will be minimum pay of the grade plus other allowances admissible at that time. During training period only stipend will be paid as applicable. Candidate may have to give security deposit and execute indemnity bond wherever necessary.
- 1.15 While all candidates irrespective of community may be considered against UR vacancies, however against the vacancies earmarked for specific community (SC/ST/OBC), only candidates belonging to that community/group will be considered. For this purpose, SC/ST/OBC candidates should furnish Caste Certificate from competent authorities as per the formats given at Annexure 3 (for SC/ST candidates) and Annexure 4 (for OBC candidates). Further, in case of OBC candidates, the certificates should specially indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Col.3 of the Schedule of the Government of India, Department of Personnel and Training O.M. No.3601 2/22/9-Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res.) dated 09.03.2004. The OBC candidate should enclose self declaration of non-creamy layer status in the proforma as given in Annexure-5. The candidates who indicate their community as SC or ST or OBC in their application form but do not enclose the caste certificate in the prescribed format will not be considered as eligible to appear for the examination.
- 1.16 Candidates belonging to SC/ST/OBC who fulfill required educational qualification/technical qualifications can also apply against UR vacancies. They will, however, have to compete with the UR candidates. No age relaxation will be allowed to such SC/ST/OBC candidates applying against UR vacancies.
- 1.17 Free Second Class Railway Pass as and when admissible will be issued to the candidates belonging to SC/ST communities when they are called for written / online examination or Aptitude Test/Skill test/document verification provided they submit valid caste certificate.
- 1.18 Selected male candidates who are finally appointed are liable for active service in Railway Engineer's Unit of Territorial Army.
- 1.19 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, at road side station also away from headquarters.
- 1.20 Any subsequent changes in the terms and conditions of this Employment Notice as per extant rules will stand good. RRB reserves the right to consider/incorporate any subsequent changes/modifications/additions in the terms & conditions to recruitment under this Employment Notice necessitated and applicable.

2. AGE LIMIT:-

- The lower and upper age limit indicated will be reckoned as on 01.01.2009. The upper age limit is relaxable as under subject to submission of requisite certificate.
- 2.01 By 5 years for SC/ST candidates.
 - 2.02 By 3 years for OBC candidates.
 - 2.03 For Ex-Servicemen, up to the extent of service rendered in defence plus 3 years provided they have put in more than 6 months service after attestation. For Ex-serviceman applying for the Apprentice categories of posts i.e. Traffic Apprentice and Commercial Apprentice the upper age limit is 40 years inclusive of all other relaxation in age limit.
 - 2.04 By 5 years for persons who were ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir from 01-01-1980 to 31-12-1989.
 - 2.05 By 10 years for Physically Handicapped candidates.
 - 2.06 For the serving Group 'C' and Group 'D' Railway Staff and casual labours/substitutes, the relaxation in upper age limits will be up to 40 years for Unreserved candidates, 45 years for SC/ST candidates and 43 years for OBC candidates, provided they have put in a minimum of 3 years service (continuous or in broken) spells. For those working in Quasi-Administrative offices of the Railway organization such as Railway Canteens, Co-operative Societies and Institutes, the relaxation in upper age limits will be up to the length of service rendered subject to maximum 5 years.
 - 2.07 Upper age limit in case of widows, divorced women and women judicially separated from the husband but not remarried shall be relaxed up to 35 years for Unreserved, 38 for OBC and 40 years for SC/ST candidates.
 - 2.08 The upper age limit in case of course completed act apprentices applying for those posts whose minimum qualification is ITI/Course completed Act apprentice shall be relaxed to the extent of apprentice training undergone by them under the Apprenticeship Act 1961.
 - 2.09 No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved vacancies.
 - 2.10 The date of birth for the candidates for the different age group should be between the dates given below : (Both dates inclusive)

Sl. No	Age Group	Upper date of Birth			Lower date of Birth for all	Remarks
		UR	OBC	SC/ST		
1.	18 to 30	01-01-1979	01-01-1976	01-01-1974	01-01-1991	For categories listed in para 2.03 to 2.08. Age relaxation as indicated will be applicable
2.	18 to 33	01-01-1976	01-01-1973	01-01-1971		
3.	20 to 35	01-01-1974	01-01-1971	01-01-1969	01-01-1989	
4.	20 to 40	01-01-1969	01-01-1966	01-01-1964		

* Age group is indicated against each post notified in this notification.

3. EXAMINATION FEES:-

- 3.01 SC/ST/Ex-Servicemen/Physically Handicapped candidates - No examination fees.
- 3.02 Unreserved/OBC Candidates - Examination fees have been indicated against each post.
- 3.03 The examination fees are non-refundable. It should be paid in the form of a crossed Demand Draft to be drawn at the main branch of any of these Nationalized Banks, or in the form of Crossed Indian Postal Order drawn in favour of 'ASSTT. SECRETARY, RAILWAY RECRUITMENT BOARD, JAMMU-SRINAGAR' valid for a period of six months. The Bank Drafts/Indian Postal Orders should be payable at Jammu. The Indian Postal Order/Bank Drafts should not be obtained earlier to the date of issue of this Employment Notice or after the closing date of receipt of application.
- 3.04 The candidates should write the Employment Notice No., Name of the post applied for, Category Number of the post and their name and postal address on the reverse side of the Bank Draft/Front side at the space provided in the Indian Postal Order.
- 3.05 Remittance of examination fees in any other form except Bank Draft/Indian Postal Order will not be accepted.
- 3.06 The particulars of Bank Draft/Indian Postal Order submitted as examination fees should also be indicated at the prescribed place in the application form. (Item No. 5 of information sheet)
- 3.07 An application not accompanied with Bank Draft/Indian Postal Order of requisite amount wherever required towards examination fees will be summarily rejected.

4. HOW TO APPLY:-

- 4.01 The application format as per Annexure 1 & 2 should be filled up by the candidate in his/her own handwriting, with blue or black ball point pen (not in pencil, fountain pen or gel pen) dated and signed. Only international numerical i.e. 1,2,3 etc. should be used. The application form should be filled up in English or in Hindi only, strictly observing all the instructions given in this Employment Notice. The candidates should affix his/her normal signature in English or in Hindi in the application form. Applications signed in capital letters/spaced out letters will be treated as invalid.
- 4.02 The candidate's Name, Address with Pin Code, Date of Birth, Father's Name and nearest Railway Station should be written legibly in English in bold capital letters, even if the candidate fills up the application form in Hindi.
- 4.03 **Photographs:** One recent (not earlier than three months from the date of application) colour passport size photograph with clear front view of the candidate without cap and sunglasses should be pasted on the application form in the space provided. Xerox copy of photographs is not permitted. The candidates should sign in the space provided in the box below the photograph. One identical extra colour passport size photograph should be enclosed with the application, indicating candidate's name and category number on the reverse of the photograph. Candidates may note that the RRB may reject at any stage for pasting old/unclear photograph on the application or for any significant variations between photograph pasted in the application and the actual physical appearance of the candidate.
- 4.04 In item No.8 of application form, the candidates should indicate any clear visible marks of identification on their body like a mole on the nose, cut-mark on the forehead in the left side or a scar mark below the left arm, etc. The application form of the candidate is liable to be rejected if he/she does not indicate clear identification marks.
- 4.05 The candidate should copy the paragraph at item No. 13 of the information sheet in English/Hindi in their own running handwriting (not in capital/spaced out letters), otherwise their applications will be rejected.
- 4.06 The candidate should put their Left Hand Thumb impression at the designated places in the Application Form and in the Information Sheet. The Thumb impressions must be clear and complete. Ridges of the Thumb impressions must be clearly visible.
- 4.07 Applications which are illegible, incomplete, unsigned, signed in capital letters, not in prescribed format, without photo of candidate, not having IPO/DD or having IPO/DD purchased before date of issue of and after closing date of Employment Notice are liable to be rejected.
- 4.08 The envelope containing the application should be clearly super-scribed "Application for the Post of _____ Category No. _____ Employment Notice No. _____ & Community (SC/ST/OBC/PWD/Ex-SM)". If the post and category number is not indicated on the top of the envelope containing application, the same will not be entertained.

5. ENCLOSURES:-

The following enclosures as applicable to each individual candidate should be firmly stitched along with the application in the given order:

- 5.01 Application form in the prescribed format (as given in Annexure-1).
- 5.02 Information sheet in the prescribed format (as given in Annexure-2).
- 5.03 A valid Indian Postal Order or the Bank Draft for the amount as prescribed in the Employment Notice.
- 5.04 One copy of identical passport sized colour photograph firmly stitched to the application (apart from one copy pasted on the form).
- 5.05 Self Attested copy of Matriculation/High School Examination Certificate or an equivalent Certificate indicating date of birth.
- 5.06 Self Attested copy of educational and/or professional qualification prescribed for the post being applied.