



दक्षिणमध्यरेलवे
SOUTH CENTRAL RAILWAY
रेलवेभर्तीसेल
Railway Recruitment Cell

पहलीमंजिल, 'सी' ब्लॉकरेलनिलयम, सिकंदराबाद-
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GDCE Notification No.RRC/SCR/GDCE/01/2024

Dated 10.09.2024

Date of Issue of online notification: 10.09.2024

Opening date for online applications: 16.09.2024 at 17.00 Hrs.

Closing Date for submission of online applications: 15.10.2024 at 23.59 Hrs.

Railway Recruitment Cell, Secunderabad invites **ONLINE** applications from eligible **servicing regular employees of South Central Railway (excluding RPF/RPSF employees) as on the date of notification** for filling up to the following posts against GDCE Quota as per vacancies indicated herein.

Important Instructions:

- Please read all the instructions in this notification carefully and ensure that you are eligible to apply before filling the application form Online available on the RRC/SC webpage of South Central Railway website www.scr.indianrailways.gov.in->about us->personnel department->Railway Recruitment Cell
- Employees are advised in their own interest to submit Online Application much before the closing date to avoid possibility of any failure to submit application due to heavy load/jam on website.
- For registration Railway employees should have a valid E-mail ID and Mobile number which has to be maintained till the completion of selection process for receiving information/Alerts.
- In case the employees do not have a VALID personal e-mail ID and mobile number he/she should create his / her e-mail ID and obtain Mobile Number before applying online application and must maintain that e-mail ID/Mobile Number till the end of selection process.
- Employees should visit only official RRC/SC webpage of South Central Railway website www.scr.indianrailways.gov.inregularly for further updates.

I. DETAILS OF NON-SAFETY POSTS AND VACANCIES

Cat No.	Name of the post	Department	Level in 7 th CPC	*Suitability for PwBD	Community-wise vacancies				
					UR	SC	ST	OBC	Total
1	Nursing Superintendent	Medical	LEVEL 7	OL,AAV	04	--	--	--	04
2	Chief Law Assistant	Law	LEVEL 7	OA, OL, BL, OAL, LC, DW, AAV and MD	01	--	--	--	01
3	Junior Accounts Assistant cum typist	Accounts	LEVEL 5	LV ;OL, BL, MW, LC, DW, AAV ;D, HH and MD	03	01	--	02	06
4	Junior Stenographer (English)	Personnel	LEVEL 4	B, LV; OA, OL, BL, OAL, DW, AAV; D, HH and MD	04	--	01	01	06
5	Junior Stenographer (English)	Accounts			01	--	--	--	01
6	Accounts Clerk cum typist	Accounts	LEVEL 2	LV; OL, BL, MW, LC, DW, AAV ;D, HH and MD	04	01	01	02	08
Grand Total vacancies of All departments					17	02	02	05	26

*Suitability for PwBD will be as per RRB standards. Disability certificate as per Annexure-E should be uploaded/ submitted by the candidate while submitting online application.

Note: Scribe for PwBD Candidates: Indicate option for scribe if you are a PwBD candidate and eligible for scribe. Only the candidates suffering from Visually Impairment (VI) or the candidates whose writing speed is affected by Cerebral Palsy/muscular dystrophy/candidates with Locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for availing scribe against this CEN. In case you have firmed up the scribe, then enter the details of scribe such as name, father's name, educational qualification etc. The scribe so arranged should not himself/herself be the candidate for the notification for which the candidate is appearing and same scribe should not be engaged for more than one candidate.

LIGIBILITY CRITERIA

II. AGE CRITERIA:- (RBE No. 165/2001)

As on 01/01/2025	UR	OBC	SC/ST
UPPER AGE LIMIT	01/01/1983	01/01/1980	01/01/1978
Age Group	42 years	45 years	47 years
UPPER AGE LIMIT for PwBD	01/01/1973	01/01/1970	01/01/1968
Age Group for PwBD	52 years	55 years	57 years

PROOF OF AGE:-

Scanned self-attested copy of Birth Certificate issued by appropriate authority OR Standard 10th or its equivalent certificate or Mark Sheet indicating Date of Birth OR School Leaving Certificate indicating Date of Birth.

III. MINIMUM EDUCATIONAL QUALIFICATION:

GROUP VACANCIES			
Cat. No.	Name of the post	Medical Classification	MINIMUM EDUCATIONAL QUALIFICATION
1	Nursing Superintendent	C1	Certificate as Registered Nurse and Midwife having passed 3 years course in General Nursing and Midwifery from a school of Nursing (OR) other institution recognized by the Indian Nursing Council OR B.Sc. Nursing. Note The Indian Nursing Council has also laid down certain special concessions for the above courses in respect of Auxiliary Nurse Midwives, Midwives and B grade Nurses, by way of reduced course period etc. Candidates obtaining the qualification prescribed above under these concessions will also be eligible for recruitment.
2	Chief Law Assistant	C1	A University Degree in Law with 3years standing practice as a pleader at Bar. Serving Railway employees who are Law Graduates are also eligible to apply for these posts, provided they have served for at least 5 years in any Branch of the Railway Administration.
3	Junior Accounts Assistant cum typist	C2	Degree from recognized university or its equivalent. Typing proficiency in English on computer is essential (30 words per minute (WPM) in English). **
4	Junior Stenographer (English)	C1	10+2 or its equivalent examination from a recognized Board/University. The shorthand speed of 80 words per minute for duration of 10 minutes with transcription time of 50 minutes.
5	Junior Stenographer (English)	C1	10+2 or its equivalent examination from a recognized Board/University. The shorthand speed of 80 words per minute for duration of 10 minutes with transcription time of 50 minutes.
6	Accounts Clerk cum typist	C2	12th (+2 Stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC / ST / Persons with Benchmark Disability / Ex-servicemen and candidates who possess qualifications higher than 12 th (+2 stage). Typing proficiency in English on computer is essential (30 words per minute (WPM) in English). **

****Note:** Staff of other departments are allowed to appear in GDCE of Accounts Department (for the post of Accounts Clerk cum typist and Junior Accounts Assistant cum typist) subject to the condition that those employees qualifying as Junior Accounts Assistant through GDCE have to qualify Appendix-II IREM Examination in 2 (two) chances within a period of 3 years. Failure to do so will render such employees to be appointed as Accounts Clerk. (RBE 86/2021).

IV .COMMUNITY CERTIFICATE:-

The candidates claiming to belong to SC/ST& OBC categories are required to produce Community Certificates in the prescribed Format for appointment in Central Government service (Annexure- 'A'&'B' respectively) Otherwise, their claim for reservation status (SC/ST/OBC) will not be entertained and the candidature/application of such employees, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancy only.

Candidates belonging to OBC community have to upload their OBC caste certificate in Central Government format (as per Annexure-'B') issued by the Competent Authority which is not older than three years from the date of GDCE Notification and also have to upload the Self- declaration form regarding current status of Non-Creamy-Layer as per Annexure-'C' should invariably produce the OBC with non- creamy layer certificate valid in Central Government format at the time of Document Verification.

Further, The caste certificate for OBC-NCL candidates should specifically mention that "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 08/09/93 and modified vide GOI DOPT OM No. 36033/1/2013-Estt.(Res.) dated 13/09/2017*" (*further revision if any, received till the closing date of submission of applications).

A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/ community certificate and does not fall in creamy layer on the closing date for submission of application. During DV, such candidates should produce their original OBC-NCL certificate (in prescribed format) valid as on the closing date for submission of application, AND also a self-declaration (in format given at Annexure- 'C') stating that they "do not belong to creamy layer". Or else, their claim for reservation (as OBC-NCL) will not be accepted and instead, they may be treated only as UR candidates subject to fulfillment of all eligibility conditions.

V. RECRUITMENT PROCESS:

- a) **The Question paper shall be of Objective Multiple Choice Type. The question paper will be in English/Hindi/Telugu/Kannada/Tamil/Marathi/Urdu. The Questions will be of Objective type with multiple choices.**
- b) **Negative Marking:** There will be negative marking for incorrect answer in CBT. Deduction of 1/3rd of the marks allotted for each question shall be made for each wrong answer.
- c) **Minimum percentage of marks for eligibility in various categories:** UR -40%, OBC-30%, SC-30%, ST -25%. The percentage of marks for eligibility may be relaxed by 2% for PwBD candidates in case of shortage of PwBD candidates against vacancies reserved for them.

GDCE PROCESS FOR VARIOUS DEPARTMENTS

Only single application (common to all the notified posts has to be submitted by the candidate through the link provided on the official website of RRC. The entire recruitment process shall involve Computer Based Test (CBT), Typing Skill Test(TST)and document verification/medical examination as applicable.

a. Nursing Superintendent:

The Question paper for Single Stage CBT will be of 90 minutes duration for 100 questions and 120 minutes for PwBD candidates who are availing the Scribe facility.

The question papers shall be of objective multiple-choice type with four options. Only one of these four options will be the correct answer. There will be negative marking and $1/3^{\text{rd}}$ mark shall be deducted for each wrong answer.

The standard of questions for the Single Stage CBT (Computer Based Test) will be generally in conformity with the educational standards and/or minimum Professional/Technical qualifications prescribed for the posts.

The questions will be of objective type with multiple choices and are likely to include questions pertaining to Professional ability, General awareness, Arithmetic, General Intelligence & Reasoning, and General Science.

Section-wise marks: The section wise number of questions and marks are detailed below :

Subject	Number of questions	Marks allotted
Professional ability	70	70
General Awareness	10	10
General Arithmetic ,General Intelligence and reasoning	10	10
General science	10	10
Total	100	100

Syllabus**Professional ability:**

Anatomy, Physiology, Nutrition, Biochemistry, Nursing Foundations, Psychology, Microbiology, Sociology, Pharmacology, Pathology, Genetics, Medical-Surgical Nursing , (Adult including Geriatrics)-I, Community Health Nursing, Child Health Nursing, Mental Health Nursing, Midwifery and Obstetrical Nursing, Nursing Research & Statistics, Management of Nursing Services and Education.

General Awareness:

Knowledge of Current affairs, Indian geography, culture and history of India including freedom struggle, Indian Polity and constitution, Indian Economy, Environmental issues concerning India and the World, Sports, General scientific and technological developments etc.

General Arithmetic:

Number systems, BODMAS, Decimals, Fractions, LCM and HCF, Ratio and Proportion, Percentages, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Algebra, Geometry, Trigonometry, Elementary Statistics, Square Root, Age Calculations, Calendar & Clock, Pipes & Cistern

General Intelligence and Reasoning:

Analogies, Alphabetical and Number Series, Coding and Decoding, Mathematical operations, Relationships, Syllogism, Jumbling, Venn Diagram, Data Interpretation and Sufficiency, Conclusions and Decision Making, Similarities and Differences, Analytical reasoning, Classification, Directions, Statement – Arguments and Assumptions etc.

General Science:

Physics, Chemistry and Life Sciences (up to 10th Standard CBSE syllabus).

b. Chief Law Assistant

The Question Paper for Single Stage CBT will be of 90 minutes duration for 100 questions and 120 minutes for PwBD candidates who are availing the Scribe facility.

The Question Papers shall be of objective multiple-choice type. There will be negative marking and 1/3rd mark shall be deducted for each wrong answer

The standard of questions for the Single Stage CBT will be generally in conformity with the educational standards prescribed for the posts.

Section-wise marks: The section wise number of questions and marks are detailed below

Subject	Number of questions	Marks allotted
Professional Ability	50	50
General Awareness	15	15
General Intelligence and Reasoning	15	15
Mathematics	10	10
General Science	10	10
Total	100	100

The Questions will be of objective type with multiple choices and are likely to include questions pertaining to:

a. General Awareness: Knowledge of Current Affairs, Indian Geography, Culture and History of India including freedom movement, Indian Polity and Constitution, Indian Economy, Environmental issues concerning India and the World, Sports, General scientific and technological developments etc.

b. General Intelligence and Reasoning: Analogies, Alphabetical and Number Series, Coding and Decoding, Mathematical Operations, Relationships, Syllogism, Jumbling, Venn Diagram, Data Interpretation and Sufficiency, Conclusions and Decision Making, Similarities and Differences, Analytical Reasoning, Classification, Directions, Statement- Arguments and Assumptions etc.

c. Mathematics: Number Systems, BODMAS, Decimals, Fractions, LCM and HCF, Ratio and Proportions, Percentage, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Algebra, Geometry and Trigonometry, Elementary Statistics, Square Root, Age Calculations, Calendar & Clock, Pipes & Cistern.

d. General Science: Physics, Chemistry and Life Sciences (up to 10th standard CBSE syllabus).

The questions pertaining to Professional Ability shall be from the syllabus mentioned below.

Sl No.	Topics	No. of Questions
1.	Indian Constitution: Preamble and Salient Features, Fundamental Rights and Duties, Directive Principles of State Policy, Union Legislature, Executive & Judiciary.	3 to 5 Questions
2.	Administrative Law: Nature and Scope of Administrative Law; Legislative power of the administration; Judicial power of Administration; Judicial control of Administrative action; Corporations and Public undertaking.	2 to 3 Questions
3.	Jurisprudence: Nature and Concept, Schools of Jurisprudence, Sources of Law, Legal Concepts, Legal Persons	3 to 4 Questions
4.	Law of Torts: General concepts.	2 to 3 Questions
5.	Hindu Law: Sources, Marriage, Divorce, Maintenance, Adoption, Gift, Succession.	3 to 4 Questions
6.	Code of Civil Procedure: General; Suits, Execution; Appeals; Reference, Review and Revision; Written Statement, Set-off and Counter-claim; Examination, Discovery, Admissions and Documents Law.	5 to 7 Questions
7.	Code of Criminal Procedure: Various sections.	2 to 3 Questions

8.	Indian Penal Code: General; Punishments; Abetment, Criminal Conspiracy; Offences against the State, Contempt's of the Lawful Authority of Public Servants, False Evidence; Offences affecting the Human Body and Property.	2 to 3 Questions
9.	Indian Evidence Act: Relevancy of Facts; Facts which need not be proved; Oral Evidence; Documentary Evidence; Burden of Proof; Estoppel; Examination of Witnesses and of the Improper Admission and Rejection of Evidence.	2 to 3 Questions
10.	Indian Contract Act: Agreement, Contract and Proposal; Acceptance; Consideration; Capacity to Contract; Factors vitiating Consent; Legality of Object; Performance of Contracts; Breach of contract; Indemnity and Guarantee ; Bailment.	2 to 3 Questions
11.	Limitation Act, 1963: Preliminary and Limitation of Suits, Appeals and Applications; Period of Limitation; Acquisition of Ownership by Possession and Miscellaneous.	2 to 3 Questions
12.	Specific Relief Act, 1963: Specific Relief & Preventive Relief.	1 to 2 Questions
13.	Indian Partnership Act, 1932: Nature of Partnership and Relations of Partners to one another; Relations of Parties to Third Person; Incoming and Outgoing Partners; Dissolution of a Firm; Registration of Firms.	1 to 2 Questions
14.	Arbitration and Conciliation Act, 1996: Arbitration; Conciliation	2 to 3 Questions
15.	Consumer Protection Act: General Provisions.	1 to 2 Questions
16.	Protection of Human Rights: General Provisions.	1 to 2 Questions
17.	Transfer of Property Act: General, Transfers of Property by Act of Parties; Sales of Immovable Property; Mortgages of Immovable Property and Charges; Lease of Immovable Property; Exchanges; Gifts.	2 to 3 Questions
18.	Right to Information Act: Obligations of public authorities; Central & State information commission; Appeals and penalties.	1 to 2 Questions
19.	Company Law: Formation, Registration and Incorporation of company; Capital Formation; Corporate Administration and Winding up of Companies.	2 to 3 Questions
20.	Labour Laws: Industrial Disputes Act, 1947; Trade Unions Act, 1926; The Employees State Insurance Act, 1948; The Employees Provident Fund Act, 1952; The Maternity Benefit Act, 1961; The Minimum Wages Act, 1948; The Factories Act; Payment of Wages Act, 1936.	3 to 5 Questions
Total		50

c. Accounts Clerk cum Typist & Junior Accounts Assistant cum typist

Exam Duration in Minutes	No of Questions (each of 1 mark) from			Total No of Questions
	General Awareness	Mathematics	General Intelligence and Reasoning	
90	40	30	30	100

The section wise distribution given in the above table is only indicative and there may be some variations in the actual question papers. There will be negative marking and 1/3rd mark shall be deducted for each wrong answer, and ***the standard of questions for the CBT will be generally in conformity with the educational standards prescribed for the posts.***

The Questions will be of objective type with multiple choices and are likely to include questions pertaining to:

a. Mathematics: Number System, Decimals, Fractions, LCM, HCF, Ratio and Proportions, Percentage, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Elementary Algebra, Geometry and Trigonometry, Elementary Statistics etc.

b. General Intelligence and Reasoning: Analogies, Completion of Number and Alphabetical Series, Coding and Decoding, Mathematical Operations, Similarities and Differences, Relationships, Analytical Reasoning, Syllogism, Jumbling, Venn Diagrams, Puzzle, Data Sufficiency, Statement- Conclusion, Statement- Courses of Action, Decision Making, Maps, Interpretation of Graphs etc.

c. General Awareness: Current Events of National and International Importance, Games and Sports, Art and Culture of India, Indian Literature, Monuments and Places of India, General Science and Life Science (up to 10th CBSE), History of India and Freedom Struggle, Physical, Social and Economic Geography of India and World, Indian Polity and Governance- constitution and political system, General Scientific and Technological Developments including Space and Nuclear Program of India, UN and Other important World Organizations, Environmental Issues Concerning India and World at Large, Basics of Computers and Computer Applications, Common Abbreviations, Transport Systems in India, Indian Economy, Famous Personalities of India and World, Flagship Government Programs, Flora and Fauna of India, Important Government and Public Sector Organizations of India etc.

Typing Skill Test (TST): For the posts Junior Accounts Assistant cum Typist, Accounts Clerk cum Typist, Typing Skill Test (TST) of qualifying nature (marks obtained in typing skill test shall not be added for making merit) shall be conducted for which the number of candidates equal to **eight** times the number of vacancies for each of the community shall be called for. The candidates should be able to type 30 words per minute (WPM) in English on Personal Computer only without editing tools and spell check facility. Exemption in Typing Skill Test may be extended to candidates who are permanently disabled due to Blindness/Low Vision, Cerebral Palsy & Loco Motor Disability with not less than 40% permanent disability. **Such eligible PwBD candidates have to submit of Typing Skill Test Exemption Certificate issued by the Competent Medical Board in the office of RRC/SCR before conduct of typing skill test in the format at Annexure 'D'.** The merit will be drawn only for the candidates qualified in the TST or TST exempted PwBD candidates based on performance in CBT.

d. Junior Stenographer (English):

There shall be a Single Stage Computer Based Test (CBT) followed by Stenography Skill Test (SST) and document verification and medical examination.

The question paper for the Junior Stenographer (English) will consist of two parts only. The subjects of the paper for CBT, No. of questions, the time allowed, and the maximum marks for each subject will be as follows:

Part	Subject	No. of questions	Questions (from – to)	Total Marks	Time duration
I	General Awareness	50	1 to 50	100	90 Minutes
II	English Language	50	51 to 100	100	

All the candidates will have to attempt Part I & II (both the subjects) compulsorily. There shall be a single composite paper for both the subjects. Candidates will be required to qualify in each of the two subjects separately. There will be negative marking and 1/3rd mark shall be deducted for each wrong answer.

Part-I – Questions of the General Awareness portion shall be from the syllabus of Mathematics, General Intelligence and Reasoning, General Awareness and General Science.

Mathematics: Number Systems, BODMAS, Decimals, Fractions, LCM and HCF, Ratio and Proportions, Percentage, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Algebra, Geometry and Trigonometry, Elementary Statistics, Square Root, Age Calculations, Calendar & Clock, Pipes & Cistern.

General Intelligence and Reasoning: Analogies, Alphabetical and Number Series, Coding and Decoding, Mathematical Operations, Relationships, Syllogism, Jumbling, Venn Diagram, Data Interpretation and Sufficiency, Conclusions and Decision Making, Similarities and Differences, Analytical Reasoning, Classification, Directions, Statement- Arguments and Assumptions etc.

General Awareness: Knowledge of Current Affairs, Indian Geography, Culture and History of India including freedom movement, Indian Polity and Constitution, Indian Economy, Environmental issues concerning India and the World, Sports, General scientific and technological developments etc.

General Science: Physics, Chemistry and Life Sciences (up to 10th standard CBSE syllabus).

This portion needs to be translated in regional Languages as per extant instructions.

Part-II – The questions shall be designed to check the language skill and knowledge of English including grammar.

This portion needn't be translated in regional Languages.

The syllabus of the questions to be asked in this part is given below.

Sl No.	Topics	No. of Questions
1.	Antonyms	6 to 8
2.	Synonyms	6 to 8
3.	Fill in the Blanks	6 to 8
4.	Give one word for	6 to 8
5.	Idioms and phrases	7 to 9
6.	Corrections in sentences	7 to 9
7.	Basics of Computers and applications: Input & output devices; MS Office; and basic applications	5 to 7
Total		50

Note: Sl No. 1 to 6 will be printed in ENGLISH only irrespective of other languages of other questions as Stenographer (English) should be able to read Hindi.

In addition to CBT there shall be Shorthand Test, which will carry 300 marks. Candidates equal to 10 times the number of vacancies, based on the merit of CBT, will be called for Shorthand Test (Stenography Skill Test).

The candidates have to pass Stenography Skill Test as per criteria mentioned below:

Type of Stenographer	Speed	Duration	Transcription Time
English	80 words per minute (WPM)	10 minutes	50 minutes

The Stenography Skill Test will be conducted on Personal Computer only without editing tools and spell check facility. As regards the evaluation of transcription sheets of the Stenography Skill Test, with each Full or Major mistakes, candidates will lose one mark. Similarly, Half or Minor mistake would lead to deduction of half a mark. Maximum number of mistakes (both Full/Major or Half/Minor added together) permitted are limited to 10% of the total words dictated. It would mean that candidates, committing more than 10% mistakes will be treated as failed.

Procedure to evaluate the transcription and nature of mistakes are elaborated below:-

(I) FULL MISTAKES:

- a) Every omission of a word or figure including omission of a definite or indefinite article. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/substituted by other word(s)/figure(s).
- c) Every addition of a word or figure or a group of words or figures not occurring in the passage.

(II) HALF MISTAKES:

- a) Mis-spelling, including transposition of letters in a word and also omission of a letter or letters from a word. However, mis-spelling of proper nouns and unfamiliar names may be ignored.
- b) Using singular for plural noun and vice-versa.
- c) Wrong use of Capital or small letters at the beginning of the sentence.

Note:

(a) All the errors are counted but the total mistakes counted in a single word should not exceed one Full Mistake.

(b) Candidates will not be penalized for any type of errors or mistakes other than those described above.

(c) Computer and Shorthand Notebook for the test will be provided by the Exam Conducting Agency (ECA) and candidates have to hand over the used Shorthand Notebook to the invigilator on exam duty after completion of Skill Test. Further it is also clarified that candidates will not be allowed to bring their own key board.

(d) Editing Tools and Spell Check facility will not be available to the candidates. Merit list for the post of Junior Stenographer will be prepared based on aggregate of marks obtained in the CBT and Stenography Skill Test.

VI. NORMALISATION OF THE MARKS:

The raw marks for single session paper and normalized marks for multi session paper will be used for computing Merit Index, which is a common benchmark for generating merit for candidates from different Exam Groups.

VII. DOCUMENT VERIFICATION:

- a. After the results of the CBT/typing skill test declared, candidates, equal to number of notified vacancies will be called for **Document Verification/Medical Examination and relieving letter(i.e. E-Call letter) will be available for downloading from RRC Website.**
- b. At the time of Document verification the shortlisted candidates will have to produce original documents of Date of birth, Educational Qualification, Caste Certificate, relieving letter etc along with **one set of self-attested photo copies** of all certificates, 2 recent passport size Photographs (self-attested on back side) and Valid photo ID viz. Railway Identity Card issued by his/her Department in ORIGINAL on the day of Document Verification is mandatory.
- c. Certificates in languages other than English or Hindi should be accompanied by an attested translation in English/Hindi.

VII. GENERAL INSTRUCTIONS:

1. All regular employees possessing prescribed educational qualification as indicated above,
 - i. working in 7thCPC Level **lower than the Grade Pay/Scale** for which GDCE is being conducted are eligible to appear in GDCE selection.
 - ii. working in **same 7thCPC Level** for which GDCE is being conducted are eligible to appear in selection **from non-safety to safety category posts as well as safety to safety category posts**
2. **The candidates applying for GDCE notification under South Central Railway Jurisdiction has to be on rolls of SCR Zone till the completion of selection process. If any candidate is being transferred to other Zone at any point of selection process, the candidature will be rejected summarily. No claim in this regard will be accepted.**
3. **Candidates must report with relieving letter, i.e. their e- Call letter along with a valid Railway Photo ID card, failing which candidates shall not be allowed to appear for the CBT, typing skill test, DV (as applicable). The name, date of birth and photo on ID should match with the details furnished in the online application, failing which the candidate may not be permitted to appear in CBT, typing skill test, DV (as applicable).**
4. Those employees who are appearing in and/or awaiting for results of final examination of minimum qualification at the time of applying for the post are **not eligible**. Academic qualification must be from recognized Educational Institution / Board, otherwise candidature will be rejected.
5. The employees should possess the requisite educational qualification on the closing date of application and the same should also be endorsed in the Service Record of the employees.
6. Zone of consideration for GDCE will encompass staff belonging to all the Departments/Branches in a Divisions/Workshops/Headquarters office/Extra-Divisional Offices, as the case may be, subject to their applying in response to the notification.
7. **RPF/RPSF personnel, Law Assistants, Catering supervisors are not eligible to apply against the GDCE scheme in terms of Railway Board's letter No. E (NG) I/2002/PM2/9 dated 11.8.2003 and No. E (NG) I/2000/PM2/12 dated 21.8.2001.**

8. Employees selected under GDCE scheme shall be subjected to initial training of the same duration prescribed for directly recruited employees through RRBs.
9. Single stage examination-Computed Based Test(CBT), Typing Skill Test (TST), as applicable followed by Document Verification and Medical examination will be conducted.
10. The date, time and venue of the CBT will be fixed by RRC/Secunderabad and will be intimated to the eligible employees through website as well as through SMS on registered Mobile number/or through email on registered mail address. The employees should regularly visit the website.
11. The request for postponement of CBT/Typing Skill Test (TST) or change of venue will not be entertained under any circumstances.
12. Eligibility of the employees will be considered only on the strength of the information furnished in the ONLINE Application. Employees need NOT send printouts of application or Certificates or copies to RRC/SCR OR Divisions concerned by post.
13. RRC/SC conducts verification of eligibility conditions with reference to original documents only after the employees have qualified in all the stages of examinations and are shortlisted for Document Verification. RRCs may reject the candidature of any applicant at any stage of recruitment process in case the candidate is found to be not fulfilling the requisite criteria and if appointed, such a candidate is liable to be removed from service summarily.
14. On completion of all stages of recruitment process, RRC/SC will forward the select list to the Principal Chief Personnel Officer, SC Rly. for further allotment of Division /Unit.
15. **Special Note for all Employees seeking reservation/relaxation benefits:**
All those employees seeking reservation/relaxation benefits available for SC/ST/OBC-NCL must ensure that they are entitled to such reservation/relaxation as per eligibility prescribed in the Rules/Notification. They should be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated in the Rules/Notification.
16. Railway Administration reserves the right to alter the modes of Examinations or re-conduct examination or to cancel part or whole any process at any stage.
17. The selection shall be made strictly as per merit and found fit in prescribed Medical category.
18. The employees recommended for appointment should be fit in prescribed Medical category.
19. Shortlisted employees will be called for verification of their original documents. During document verification the employees has to bring all necessary documents in original. After satisfactory document verification the candidate will be considered for empanelment subject to fulfillment of other criteria.
20. Employees 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.
21. The number of vacancies indicated in the GDCE notification is provisional and may reduce 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.
22. Selected employees are liable to be posted anywhere on South Central Railway. Decision of Railway Administration in this regard shall be final.
23. There is no separate reservation of posts for Economically Weaker Sections as per Railway Board's letter No. E(NG)I-2018/PM1/23 dated 02/05/2019.[RBE-72/2019].
24. In the event of any mis-statement / discrepancy in the particulars / incomplete or invalid application or employee has suppressed any relevant information or the employee

otherwise does not satisfy the eligibility criteria for the post being detected at any stage, his / her application / candidature will be cancelled or services will be terminated without any notice.

25. RRC/SCR reserves rights to rectify inadvertent errors or omission at any stage of examination and an erroneously appointed employee shall be liable to be terminated from Rly. Service. RRC/SCR will not be responsible for any inadvertent errors.
26. Employees should read the details and instructions on the e-Call letter carefully and follow them scrupulously; failure to comply with the instructions may lead to cancellation of their candidature.
27. Request for postponement of any of the above activity or for change of venue, date and shift will not be entertained under any circumstances. Candidate to please note that there will be no supplementary exam (CBT, typing skill test) for the absentee candidates under any circumstances.

X. **HOW TO APPLY/ STEPS TO SUBMIT ONLINEAPPLICATION:**

Instructions for Submission of ONLINE APPLICATION will be provided in the link while applying.

- XI. **DOCUMENTS TO BEUPLOADED:** Instructions for uploading documents will be provided in the link while applying.

XII. **INVALIDAPPLICATIONS:**

1. Applications sent through offline mode/manually and not registered ONLINE.
2. Application without scanned Photo and scanned Signature.
3. Applications which are incomplete in any manner.
4. If more than one application registered by the same candidate, all such applications will be rejected.
5. Photograph not uploaded, Black and white photo, photo with cap or sunglasses, disfigured, small size, full body, only one side view of the face or unrecognizable photo.
6. Signature not uploaded or uploaded in capital letters
7. Applications without proof of age i.e. Date of Birth as recorded in the Birth Certificate /Matriculation/ Secondary Examination Certificate or an equivalent certificate OR School Leaving certificate only.
8. Applications of over-aged or under-aged candidates and also where date of birth certificates uploaded are illegible, date not filled in or wrongly filled.
9. Not having the requisite Education Qualification at the time of closing date of application.
10. Application without uploading the requisite certificates for eligibility.
11. Application without valid Community certificate as per Para VIII in the proper Pro- format from the appropriate authority.
12. Any other form of irregularities as observed and considered as invalid by RRC.

XIII. **ACTION AGAINST EMPLOYEES FOUND GUILTY OFMISCONDUCT:**

- 1 Employees are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form.
- 2 Employees 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 a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding such discrepancy should be submitted.
- 3 Misconduct on the part of the candidate at any stage of the selection process is strictly prohibited.
- 4 Employees shall not bring or attempt to bring any political or other influence to further

his/her interest in respect of recruitment. Attempting in such practice will be viewed seriously and their candidature shall be rejected without any notice.

5

A candidate found by the Railway Recruitment Cell to be guilty of:

- a. Canvassing support for his candidature by any means;
- b. Impersonation;
- c. Taking help of impersonator;
- d. Submitting fabricated/tampered documents;
- e. Making statements which are incorrect or false, or suppressing material information;
- f. Resorting to any other irregular or improper means for furtherance of his candidature for the selection;
- g. Using unfair means during the examination, or possessing , carrying or using mobile phone, calculator or any other such instrument;
- h. Committing mischief in any other manner in the examination hall; Harassing or doing bodily harm to the staff employed by the RRC/SCR for the conduct of the test may, in addition to action under relevant provisions of the Rules/Laws which render him liable to criminal prosecution may further-
 - i. be disqualified by the RRC/SCR from selection for which he is a candidate, or
 - ii. be debarred, either permanently or for a period decided by the RRC/SCR, from any examination or selection conducted by any of the Railway Recruitment Cells / Railway Recruitment Boards or/and
 - iii. be taken up for disciplinary action under the appropriate rules.

NOTE:

- a. List of eligible employees will be notified on RRC/SCR website.
- b. Relieving letter (i.e. E- Call letter) for the CBT will be issued ONLINE.
- c. For any legal issues arising out of this GDCE Notification, the Jurisdiction shall be under Hon'ble Central Administrative Tribunal, Hyderabad Bench only.

XIII. Abbreviations used:

AAV=Acid Attack Victim, B=Blind, BL=Both Legs, CBT=Computer Based Test, D=Deaf, DPI=Dots per Inch, DW=Dwarfism, HH=Hard of Hearing, JPEG = Joint Photographic Experts Group, LC=Leprosy Cured, LD = Loco motor Disabilities, LV=Low Vision, MD=Multiple Disabilities, MW=Muscular Weakness, OA= One Arm ,OL= One Leg, OAL =One Arm and Leg, OBC=Other Backward Classes, OL=One Leg, PwBD=Persons with Benchmark Disabilities, RRC/SC=Railway Recruitment Cell / Secunderabad, RRB = Railway Recruitment Board, SC = Scheduled Caste, ST = Scheduled Tribe, UR = Unreserved (General).

XIV. RAILWAY RECRUITMENT CELL/SECUNDERABAD'S DECISION WILL BE FINAL:

The decision of RRC/SCR 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 CBT centre, allotment of posts/places to selected employees and all other matters related with conduct of selection process will be final and binding on the employees, and no enquiry or correspondence will be entertained in this connection.

Encl: Annexure: A to E.


Chairman 10/9/24.
Railway Recruitment Cell
South Central Railway, Secunderabad.

FORM OF CASTE CERTIFICATE FOR SC/ST CANDIDATES

The format of the certificate to be produced by Scheduled Castes or Scheduled Tribes candidates applying for appointment to posts under the Government of India.

1. This is to certify that Shri/Smt/Kum*..... Son/Daughter* of Shri/Smt..... of..... village/town*..... District/Division*..... of state/Union Territory*..... belong to the Caste/Tribe* which is recognized as Scheduled Caste/Schedule Tribe* under: The

Constitution (Scheduled Castes/Scheduled Tribes) order, 1950

The Constitution (Scheduled Castes/ Scheduled Tribes) (Union Territories) order, 1951 [as amended by the Schedule Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganization Act

1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (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 Caste order, 1962. The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962 @

The Constitution (Pondicherry) Scheduled Caste order, 1964 @

The Constitution Scheduled Tribes (Uttar Pradesh) order, 1967 @

The Constitution (Goa, Daman and Diu) Scheduled Caste 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 @

The Constitution (Jammu & Kashmir) Scheduled Tribes order, 1989 @ The

Constitution (SC) orders (Amendment) Act, 1990 @

The Constitution (ST) orders (Amendment) Act, 1991 @

The Constitution (ST) orders (Second Amendment) Act, 1991 @ The

Constitution (ST) orders (Amendment) Ordinance 1996

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Application in the case of Scheduled Caste/Scheduled Tribe Persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of Scheduled Caste/Scheduled Tribe certificate issued to Shri/Smt/*

..... Father/Mother of Shri/Smt./Kum* of village/town*

..... District/Division* of state/Union Territory* who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in State/Union Territory* issued by the dated (%)

3. Shri/Smt/Kum* and/or his/her* family, ordinarily reside(s) in village/town*

..... of District/ Division* of the State/Union Territory* of.....

Place.....

Signature

Date.....

Designation

(With seal of office)

(*) Please delete the words which are not applicable, (@) Please quote specific presidential Order (%) Delete the Paragraph which is not applicable.

Note: The term *ordinarily resides* used will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950. **List of authorities empowered to issue Caste/Tribe certificates :

i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate. ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. iii. Revenue Officers not below the rank of Tehsildar. iv. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

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

This is to certify that Shri/Smt./Kumari son/daughter of
..... of Village/Town..... in District/
Division in the State/Union Territory
belongs to the community which is recognized as a
Backward Class under the Government of India, Ministry of Social Justice and
Empowerment's Resolution No. Dated *.

Shri/Smt./Kum.*..... and/or his/her family
Ordinarily reside(s) in the District/Division of the
State/Union Territory. 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 and 13.09.2017**

Date:

DISTRICT MAGISTRATE/DY.COMMISSIONER

ETC.

(Seal)

* The authority issuing the certificate may have to mention the details of
Resolution of Government of India, in which the caste of the candidate as
OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20
of the Representation of the People Act, 1950.

DECLARATION

Proforma for declaration to be submitted by Other Backward Class Candidates at the time of document verification, who had applied for the posts against GDCE Notification No.RRC/SCR/GDCE/01/2024

“I,..... son/daughter of Shri
..... resident of
Village/Town/City.....district.....
State.....hereby declare that I
belong to the (indicate your subcaste) 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 08.03.1993 and its subsequent revision through
O.M.No.36033/1/2013-Estt. (Res) dated 27 05.2013 and 13.09.2017.

Place:

Signature of the Candidate

Date:

Name of the Candidate

CERTIFICATE FOR TYPING SKILL TEST EXEMPTION FOR PERSONS WITH BENCHMARK DISABILITIES

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL DISABILITY CERTIFICATE

Certificate No.....

Date:.....

1. This is certified that Smt./Shri /Kum*..... son/
daughter*ofShri..... age..... sex
Male/ Female having identification marks as below
.....issufferingfrompermanentdisabilityof
following category :

A. Locomotor or cerebral palsy:

- | | | |
|---|--------------------|---------------------------------|
| (i) BL-Both legs affected but not arms. | (a) Impaired reach | (b) Weakness of grip |
| (ii) BA-Both arms affected: | (a) Impaired reach | (b) Weakness of grip (c) Ataxic |
| (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

(C) Hearing impairment:

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

(Delete the category whichever is not applicable)

2. This is certified that Smt./Sri/Kumari..... being unable to perform the Typing Skill Test because of his/her physical disability, i.e.,.....(indicate the category whichever is applicable) may be exempted from Typing Skill Test.

3. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of..... year..... months.

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

5. Smt./Shri/Kum*..... meets the following physical requirement for:

- | | | |
|--|-----|----|
| (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 |

(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:

Countersignature 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) 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. (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'.

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

FORM-VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI) [See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport
Size
Attested
Photograph
(Showing face
only) of the
person

Certificate No.: Date:

1. This is to certify that we have carefully examined Shri/Smt./Kum

.....son/wife/daughter

Of Shri..... Date of Birth..... (DD/MM/YYYY)

Age years, Male/Female..... Registration No..... Permanent

Resident of House No. Ward/Village/Street..... whose photograph is
affixed above and I am satisfied that He / She is a case of **Disability.**His / Her extent of permanent physical impairment/disability has been evaluated as per guidelines
(to be specified) for the disabilities ticked below and shown against the relevant disability in the
table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Loco motor Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Haemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows: In figures: percent, In words percent

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

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/after Year months, and therefore this certificate shall be valid till
..... (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g. Single eye/both eyes; £ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

Countersigned [(Countersignature and seal of the CMO/Medical Supdt.) Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]	(Authorized Signatory of notified Medical Authority) (Name and Seal)
---	--

Signature/Thumb impression of the person in
whose favour disability certificate is issued

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District. The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.