14.1 Computer Based Test

All the eligible candidates have to undergo a Computer Based Test on the specified date, time and venue as per the e-call letter to be downloaded by the candidates from the websites of RRBs. The information about the e-call letter download shall be communicated through the websites as well as personal email communication to the candidates.

Total Duration : 90 Min,

No of Questions: 100

Minimum percentage of marks for eligibility in various categories: UR -40%, OBC-30%, SC-30%, ST-30%. These percentage of marks for eligibility may be relaxed by 2% for PWD candidates in case of shortage of PWD candidates against vacancies reserved for them.

Question Type and Syllabus:

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

a. Mathematics

Number system, BODMAS, Decimals, Fractions, LCM, HCF, Ratio and Proportion, Percentages, 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 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. General Science

The syllabus under this shall cover Physics, Chemistry and Life Sciences of 10th standard level.

d. General Awareness on current affairs in Science & Technology, Sports, Culture, Personalities, Economics, Politics and any other subjects of importance.

14.2 PHYSICAL EFFICIENCY TESTS (PET)

Based on the merit of the candidates in the CBT, candidates shall be called for PET **Two times** the community wise total vacancy of the Posts notified against RRBs. However, Railways reserve the right to increase/decrease this limit as required to ensure availability of adequate candidates for all the notified posts. Passing Physical Efficiency Test (PET) is mandatory and the same will be qualifying in nature. The criterion for PET is as under:

Male Candidates	Female Candidates
Should be able to lift and carry 35 kg of weight for a distance of 100 metres in 2 minutes in one chance without putting the weight down and	Should be able to lift and carry 20 kg of weight for a distance of 100 metres in 2 minutes in one chance without putting the weight down and
Should be able to run for a distance of 1000 metres in 4 minutes and 15 seconds in one chance.	Should be able to run for a distance of 1000 metres in 5 minutes and 40 seconds in one chance.

Note: *The persons with disabilities as specified in Para 11.0 are exempted from appearing for PET. However, after qualifying in the CBT, such candidates will have to pass the medical examination prescribed for Persons with Disabilities.*

14.3 Document Verification and Empanelling of Candidates

Based on the performance of candidates in the CBT subject to their qualifying in PET, candidates will be called for document verification.

In case of two or more candidates securing same marks, their merit position shall be determined by age criteria i.e., older person shall be given higher seniority.

Appointment of selected candidates is subject to their passing requisite Medical Fitness Test to be conducted by the Railway Administration, final verification of educational and community certificates and verification of antecedents/character of the candidates.

Candidates may please note that RRBs only recommend names of the empanelled candidates and appointment is offered ONLY by the respective Railway Administrations.

15.0 HOW TO APPLY

Candidates can apply for vacancies of any one RRB only through ONLINE application mode by visiting the official website of RRBs listed at Para 20.0.

a) **Read all the Information and Instructions detailed in** the CEN thoroughly before starting the filling up of application by clicking the **CEN 2/2018 Link on the RRB website**. It is essential that the candidate understands all information of the notification correctly to prevent any mistakes while filling application.

b) **Scanned documents JPEG format to be kept ready before filling the application**

In order to ensure speedy filling up of application by the candidates, they should keep the following documents ready in digital form before logging in to the application page.

- Candidate Photograph in color: JPEG image of size 20 to 50KB
- SC/ST Certificate (Only for candidates seeking free travel pass): JPEG image of size 50 to 100KB
- Scribe Photograph in color (Wherever applicable): JPEG image of size 20 to 50KB

c) **Check RRB Wise Vacancies for the qualification and Reservation Category of the candidate**: The candidates are advised to check the Vacancy Table in this CEN to ascertain the vacancies notified against all RRBs for their qualification and ensure that the RRB to which they wish to fill in the online application is having vacancy for their qualification and community/category subject to eligibility in terms of age and medical standards.

Further for identifying RRB wise vacancies dynamically as per their eligibility **Click on the CEN 2/2018 Vacancy table** and follow as below:

i) First table shows the RRB wise summary of vacancy of posts to have a glimpse of vacancy scenario in all RRBs.

ii) Further to ascertain the comprehensive details of vacancy of all the posts notified against an RRB, candidate may select the RRB from the drop down list of RRBs from search menu and can view the vacancies of all the notified posts against the Railway attached to that RRB.

iii) After scrutinizing the vacancy details, candidates may decide the RRB for which they wish to apply duly ensuring that vacancy exists for their qualification and community/PWD/ExSM category. **Once the RRB has been selected and registration is completed, change of RRB will not be permitted under any circumstances.**

Candidates are further advised to visit website(s) of RRBs frequently to get the latest information on various stages of recruitment process or any changes about this notification.

The onus is on the candidates to prove with valid documents that all the information submitted by them in the ONLINE application is true.

CANDIDATES PLEASE NOTE:

Candidates are advised to keep their <u>personal mobile number and personal valid e-mail</u> active throughout the recruitment process, as all communications from RRBs will be only through SMS/email. RRBs will not entertain any request for change of mobile number and e-mail address at any stage.

Candidates are advised to note and preserve their Registration Number for further stages of recruitment process / correspondence with RRB concerned.

15.1 STEPS TO SUBMIT ONLINE APPLICATION

After completing the process at para 15 a, b, & c above, click on the "New Registration" link on the home page of the Online Registration portal of CEN 2/2018 for the recruitment of various posts in Level 1 of 7th CPC Pay matrix and carry out the following:-

a. **Confirm that you have read and understood the instructions** clearly by clicking the check box.

b. **Select the RRB** to which you would like to apply. Please be aware that, RRB once selected cannot be changed after registration.

c. **Registration Details:** Enter your name, Date of Birth and Father's name as per para 1.7 of General Instruction, Mother's name, Aadhar number, State, SSLC/Matric Roll number, Year of passing SSLC/MATRIC, mobile number and email-id and then submit for registration. Candidates with ITI/NAC qualification alone can enter Roll number/year of passing for ITI/NAC qualification instead of SSLC/Matric. Before submitting for registration, ensure and confirm that all the information furnished above are correct as the details furnished for registration cannot be changed later. Please note that the email ID used for the registration must be yours and unique. Also note that both the email and mobile number will be verified during the Online application process with an OTP.

d. Verification of email ID and mobile number through OTP : On submitting the Registration details, an OTP will be sent to your email and another OTP to your mobile number. Click on the "Verify through OTP" link on the Home page of the online registration portal and enter the OTP received on your email and the OTP received on your mobile in the respective fields. You can proceed with the registration only by entering both the OTPs, Hence it is advised to ensure that the email id and mobile number is entered correctly during the Registration.

On verification of both the email id and mobile number, an unique registration number is generated for the candidate. Candidate should note and preserve their registration number for later reference during the recruitment process and RRB will not entertain any request seeking registration number. Candidates can proceed with the online application by clicking on the "Candidate Login" link on the home page using the registration number.

e. **In the Part 1 of application page**, provide the details of Educational qualification, Community, Gender, Religion, ExSM, PWD, CCAA, Minority, Economically backward class, Age relaxation eligibility category as applicable and other details.

f. On completion of application details as above, the candidate will be directed to the payment page to choose payment mode i.e Bank(online-net banking/credit card/debit card & offline-Challan) or Post Office- Challan as explained in para 7.1 and complete the payment process. **Please note the last date and time specified for each mode of payment and submit the application well in time**.

g. In case of online payment, you will be automatically directed to Part II of application for filling up additional details. Those paying through Bank-offline mode, the payment confirmation may take about an hour and hence they have to again login after 60 minutes and look for confirmation of payment status. The time period for payment confirmation shall vary from 24hrs to 48 hrs in case of Post Office payment. On getting the confirmation status, the candidate can start filling Part II of the application.

Candidates eligible for examination fee refund should provide the details of beneficiary account in which they would like to receive the refund viz. Beneficiary name, Bank name, Account Number and IFSC Code in the online application.

h. **In the Part II application page**, fill in details of:

➢ Set priority / preferences for posts: If the candidate is eligible for more than one post based on his educational qualification and other details furnished, he/she must set the priority/preferences for the posts. The list of posts (in the selected RRB) for which a candidate is eligible will be displayed. The candidates can set their priority/preferences by clicking on the "Set Priority" button for the various posts that they are eligible for, in the RRB they are applying to. The candidates can fill in the preferences for all the posts listed, or a few of them as per their choice. But at least one preference must be given.

Ø **Scribe (Applicable to eligible PWD Candidates only)**: Provide details of scribe duly uploading his/her passport size photograph. Furnishing of information of Scribe is mandatory. Change of Scribe at the exam venue is generally not permitted. However, under exceptional circumstances the change may be allowed duly recording reasons and filling the relevant details including photograph of the scribe.

Ø **Detailed Educational Qualification:** Furnish all the relevant information on the qualification as required in the application.

Ø **Choice of Exam Language: English is the default language**. **In case the candidate wishes to choose any other language, then the same can be selected in addition from the drop down list of languages as per Table at para 20.0. In case of any difference between English and the opted language, the content of English version shall prevail.**

Ø Complete the balance fields e.g. mother tongue, address etc.

i. **Uploading of color Photograph:** Select the Upload Photo tab and upload your colour photograph. The photograph should comply with the following requirements,

· *The Colour passport photograph with white/light color back ground.*

· *Photograph of size 35mmX45mm with **name and date printed** on it.*

· *It should be in JPG/JPEG format scanned with 100 DPI.*

· *The size of the photograph should be between 20-50 KB*

· ***The color photograph must have been taken <u>on or after 01-12-2017</u> in a professional studio. Photographs taken using mobile and self composed portraits may result in rejection of application***.

· *The photo should have clear front view of the candidate without cap and sunglasses.*

· *The face should occupy at least 50% of the area of the photograph with a full face view looking at the camera directly.*

· *The main features of the face must not be covered by hair of the head, any cloth or any shadow.*

· *Fore head, eyes, nose and chin should be clearly visible.*

· *In case the candidate wears glass, then the photograph should not have any glare on glasses.*

· *The Photograph must match with the candidate appearance on the day of various stages of recruitment process viz. CBTs, PET and DV.*

· *PWD candidates should also upload passport photograph as per above specifications only and not the full body photograph used in the disability certificate.*

j. Candidates are advised to keep at least 12 (Twelve) copies of the same photograph for further use as and when required during the recruitment process.

k. Candidates belonging to SC/ST have to upload scanned copy of their SC/ST certificates (JPG/JPEG format, 50kb – 100kb) also for availing the facility of free travel authority (Second Class Railway Pass).

l. Candidates may give their consent for sharing the scores obtained by them in RRB exams with other Ministries/Departments/PSUs and Private organizations, for recruitment in their organizations.

m. In the end candidates have to confirm the declaration "I hereby declare that I have gone through the eligibility criteria for the post(s) applied for and meet all the requirements therein, that all the details furnished by me in the application are true and complete to the best of my knowledge & belief and nothing has been concealed or suppressed. I also understand that in case, any of the details furnished is found untrue during any stage of recruitment or thereafter Railway Administration shall disqualify me for the post(s) applied for and /or I shall be liable for any other action under the extant rules". After confirming the above declaration and submission of the application, the entire application shall be displayed for confirmation once again and on confirmation, the candidate may take the print of the application and preserve it for reference and record.

15.2 MODIFICATION OF APPLICATION

a. After final submission of ONLINE application, in case the candidates wish to make minor changes to correct inadvertent errors in the application, the correction of data other than RRB, registration number, mobile number and email id can be done by paying the modification fee of Rs.250/-(Non Refundable). The modification fee shall be applicable to all candidates including fee concession categories and this fee is not refundable for any category. The modification to the registration and application details can be done twice only.

b. Candidates are cautioned to ensure that if they wish to modify their application, they are advised to do the same sufficiently well in advance of the closing date and time of the CEN. In case, due to last minute congestion, if the modifications attempt fails at any stage, and the modification carried out have not been saved or not submitted in time, the earlier information furnished in the application shall be considered and no correspondence on this subject shall be entertained. Please note that the candidate has to check the data in all stages of his online application process, including his post preferences during modification, as the candidate's eligibility for the posts may change based on the data he has modified. Unless the candidate completes the final submission in the Modification process, the earlier information furnished in the application shall be considered and no correspondence on this subject shall be entertained.

c. *The Registration number, Selected RRB, email id and mobile number cannot be changed.*

d. The procedure for modification of the application shall be as below

    i. Click on the 'Modify Application' link on the home page of the Online registration portal of CEN 02/2018.

    ii. Login using Registration Number and Password.

    iii. Pay modification fee through any of the modes available for actual examination fee payment. Ensure payment is done well within the date and time prescribed.

    iv. After making payment, login using Registration Number and Password, then proceed with the changes intended as per instructions given and submit the application.

    v. Please complete all stages of the application process. Preserve the print out of latest application for record.

15.3 INVALID APPLICATIONS / REJECTIONS

Online applications are liable for rejection on the following grounds amongst others:

a. *Invalid photos* *on account of Black and White photo, photo with cap or wearing Goggles. Photos which are disfigured, small size, full body, only one side view of the face, unrecognizable photos, photostat copy of photo, group photo, photos without name and date and online application without photo among others*.

b. Multiple applications to different RRBs or same RRB. In such case, all applications will be rejected and such candidates will be debarred from future RRB/RRC exams.

c. Candidate's name figuring in the debarred list of any RRB/RRC.

d. Any other irregularities which are observed and considered as invalid by RRB.

e. *In case the application is rejected, candidates will be able to view their status ONLINE **on the website of RRBs** along with the reason(s) for rejection(s) which is final and binding and no further correspondence shall be entertained on the subject. No refund of examination fee will be made on account of rejection of application. SMS and e-mail alerts shall also be sent to the candidates on their registered mobile numbers and e-mail IDs, as indicated in their ONLINE application. Candidates will not be intimated by post.*

16.0 HALL TICKET (e-call letter) FOR CBT/PET/DV

16.1 Candidates can verify their eligibility status from the website of RRBs. SMS and email messages will be sent to all eligible candidates about the e-call letter upload details.

16.2 Eligible candidates can download e-call letter (along with e-call letter for Scribe, wherever applicable) from the RRBs websites about 10 days before the date of the CBT / PET/ Document Verification (as applicable)

The call letter will not be sent to candidates by post.

Candidates should read the instructions on the e-call letter carefully and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of their candidature.

In case of SC/ST candidates who have uploaded the details of their community certificate for availing the benefit of free travel authority (Sleeper Class Railway Pass), the e-call letter for CBT/ PET / DV (as applicable) will contain the free travel authority and such candidates will be allowed to book ticket on submission of self attested photo copy of e-call letter and SC/ST certificate. During the journey, these candidates should carry original SC/ST certificate and one original prescribed proof of identity for undertaking journey failing which they will be treated as travelling without ticket and charged accordingly.

16.3 Candidates must bring their e- call letters along with a valid Photo ID (viz. Voter Card, Aadhaar Card, printout of e-Aadhaar, Driving License, PAN card, Passport, Identity Card issued by the employer in case the candidate is a Govt. Employee, School / College / University Photo ID card etc.) in ORIGINAL to the examination hall, failing which candidates shall NOT be allowed to appear for the CBT / PET / Document Verification (as applicable)

16.4 Candidates must also bring one colour photograph (of size 35mm x 45mm) which was uploaded in the application, with clear front view of the candidate without cap and sunglasses, for appearing in the CBT/PET/Document verification (as applicable).

Candidates should leave the spaces provided in the downloaded e-call letter for writing self declaration paragraph, signature and Left Thumb Impression (LTI) unfilled while coming for the exam.

Candidates will have to write the paragraph of self Declaration, sign and affix LTI at the venue of the CBT in the presence of the Invigilator at the Examination Hall ONLY and hand over the same to the Invigilator before the conclusion of the examination. Candidates writing the self declaration para and Signing in CAPITAL letters will be rejected.

16.5 RRB(s) will not entertain any request for any change in examination centre, date and session allotted to candidate(s).

17.0 VERIFICATION OF ORIGINAL DOCUMENTS AND FORMAT OF CERTIFICATES:

Candidates shortlisted for DV are required to produce all original documents along with two sets of self-attested photo copies of all documents at the time of DV. Further, these candidates should upload the scanned copies (in true color) of all the original certificates as applicable prior to their DV date through **www.rrbdv.in** portal.

All Certificates should be either in English or in Hindi only. Where certificates are not in English / Hindi, self attested translated version (In Hindi / English) should be produced wherever / whenever required. Certificates produced during the DV should be strictly in the prescribed formats.

No additional time will be given to the candidates not producing their original certificates on their date of DV and the candidature of such candidates is liable to be forfeited.

Documents to be brought by candidates (as applicable) for verification are as indicated below:

17.1 Matriculation/High School Examination Certificate or Equivalent certificate as Proof for Date of Birth and Matriculation Qualification. (The candidates' name and father/ mothers' name mentioned in the application will be verified with reference to the names mentioned in this certificate.)

17.2 NCVT(NTC/NAC) / SCVT Certificate as applicable

17.3 SC/ST certificate in the format as per Annexure - I.

17.4 OBC-NCL certificate in the format as per Annexure - II

17.5 Non creamy layer declaration by OBC candidates as per Annexure II A

17.6 Income Certificate for Waiving Examination Fee for Economically Backward Classes as per Annexure – III.

17.7 Original discharge certificate for Ex-servicemen.

17.8 Photo Copy of both sides of Aadhaar Card.

17.9 Medical Certificate for Persons with Disabilities (PWD) as per Annexure –V(A),V(B),V(C) as applicable

17.10 NOC from serving employees with date of appointment.

17.11 NOC from Serving Defence Personnel with probable date of discharge.

17.12 Minority Community declaration on Non - judicial Stamp Paper as per Annexure - IV.

17.13 Gazette notification and/or any Legal document in case of formal change of name as mentioned in para 1.7.

17.14 Receipt of payment if made through a challan at SBI branch or Pay-in-slip at Computerized post office.

17.15 Self Certification by the Transgender candidates

17.16 J & K domicile certificate.

17.17 Decree of divorce/judicial separation from the competent Court of Law as applicable and Affidavit stating that the candidate has not remarried.

17.18 Death Certificate of spouse in case of widow candidate and Affidavit stating that the candidate has not remarried.

17.19 Ex-Servicemen candidates who secure civil employment after applying for this CEN should give self declaration to the concerned employer about the details of application against this CEN, as soon as they join. The acknowledged copy of this declaration along with NOC from the civil employer should be produced during DV.

Note 1. Candidates who wish to be considered against vacancies reserved / or seek age-relaxation must submit the requisite/relevant certificate in original from the Competent Authority, in the prescribed format at the time of DV. Otherwise, their claim for SC/ST/OBC/ExSM/PWD status will not be entertained and their candidature/applications will be considered under General (UR) category, if eligible. The certificates should be as per the formats annexed.

Note 2. The Educational qualification Certificates viz Provisional or Regular Matriculation/ITI/NTC/NAC should contain the date of issue. In case, date of issue of these certificates is after the closing date of the notification, then the consolidated mark sheet with date of declaration of the final qualifying exam or individual mark sheets of all the semesters with date of declaration of each semester results should be submitted. In case of non-availability of date in any of these certificates, then a certificate from the institution/university to this effect (indicating date of declaration of result) should be produced at the time of DV.