



**RAILWAY RECRUITMENT
CELL,CENTRAL RAILWAY**

**General Departmental Competitive Examination
(GDCE) Notification No. GDCE 01/2022 dated 21/10/2022**

Date Opening (ONLINE)	Date & Time of Closing (ONLINE)
28/10/2022 11.00 hrs.	28/11/2022 18:00 hrs.

Online applications are invited from **all serving regular Railway employees of Central Railway excluding RPF/RPSF Personnel** for filling up vacancies against General Departmental Competitive Examination(GDCE) quota as per instructions issued vide Railway Board's letter no. E (NG) I-92 /PM 2/16 dated 20-08-1993 (RBE NO. 129/1993), E(NG)I/2018/PM 1/23 dated 02/08/2018 and other instructions issued from time to time. **The candidate must read all the instructions of this notification before filling the online application.** The community wise breakup, medical category and required educational qualification of vacancies to be filled are indicated below:-

SN	CATEGORY	Department	MED	No. of Vacancies					Educational Qualification
				S C	ST	OBC	UR	Total	
1	STENOGRAPHER (ENGLISH)	GEN ADMN	C1	1	1	2	4	8	10+2 or its equivalent examination from a recognized Board/University. The shorthand speed of 80 words per minute for a duration of 10 minutes with transcription time of 50 minutes.
2	SR COMML CLERK CUM TKT CLERK	COMMERCIAL	B2	23	15	33	83	154	Degree from recognized University or its equivalent.
3	GOODS GUARD	OPERATING	A2	5	5	17	19	46	Degree from recognized University or its equivalent.
4	STATION MASTER	OPERATING	A2	12	6	19	38	75	Degree from recognized University or its equivalent.
5	JR ACCOUNTS ASSISTANT	ACCOUNTS	C2	21	13	26	90	150	Degree from recognized University. Preference will be given to person with I & II Division Honours Master Degree.
6	JR COMML CLERK CUM TKT CLERK	COMMERCIAL	B2	16	18	28	64	126	12th (+2 Stage) or its equivalent 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 12th (+2 stage).
7	Accounts Clerk	ACCOUNTS	C2	5	3	11	18	37	12TH (10+2) OR its equivalent with not less than 50% marks in aggregate. 50% marks is not to be insisted upon in case of SC/ST/ Person with Benchmark disability and candidate who possess qualification higher than 12th (10 +2) stage.

- (1). **Eligibility Criteria:** Minimum Educational Qualification: indicated against each post.
- (2). **Age limit:** - The upper age limit will be 42 years for UR candidates, 45 years for OBC candidates and 47 years for SC/ST candidates. The age will be reckoned as on 01.01.2023.

Community	UR	OBC	SC/ST
Age	42 Years	45 Years	47 Years
Born on or after	01/01/1981	01/01/1978	01/01/1976

- (3). **Application Fee:** NIL

(4). **General Instructions:-**

- a) Only **Serving Regular Railway employees** of Central Railway are eligible working in grade/Pay level ;
- Lower than the grade/ pay level for which GDCE is being held.
 - Same grade/pay level scale for which GDCE is being held are permitted to appear in selection for **Non Safety to safety category posts as well as safety to safety category posts.**
 - For eligibility, substantive pay level will be considered.
 - Candidates are not allowed to apply for the same post on which presently working.
- b) Those candidates who are appearing in and/or awaiting results of final examination of minimum educational qualification as on closing date are not eligible. Academic qualification must be from recognized Educational Institution/Board, otherwise candidature will be rejected at any stage of selection.
- c) Eligible employees should submit only online applications on www.rrcer.com. **Application sent manually/Hard copy in RRC/WB office will not be entertained. Employees are advised to keep print out of entire application copy with them.**
- d) Selected candidates are liable to be posted anywhere on Central Railway.
- e) Decision of the Railway Recruitment Cell, Central Railway, Mumbai in the matter of selection will be final.
- f) The Notification may be downloaded from the website www.rrcer.com
- g) The number of Vacancies shown in the notification are provisional and the same may increase or decrease depending upon the actual needs of the administration at the time of appointment.
- h) Railway Administration reserves the right to alter the mode of examinations or re-conduct CBT/written examination or to cancel part or whole of any process of recruitment at any stage.
- i) The scheme of GDCE will be implemented according to the guidelines/extension of scheme issued by Railway Board, if any, in future and will be binding on all.
- (5). **Medical Fitness :** The candidates empanelled in GDCE will have to pass the requisite medical fitness test(s) conducted by the Railway Administration to ensure that the candidates are medically fit to carry out the duties connected with the post as per its medical classification. Candidates must ensure his/her medical fitness since in case of unfitness, he/she will not be given an alternate post.
- (6). **Recruitment Process:-** The recruitment process shall comprise of a Computer Based Test (CBT) OR written examination followed by aptitude/Speed/Skill test (wherever applicable), Document Verification and Medical Examination.
- Standard of examination shall be like that of direct recruitment conducted by RRB.
 - CBT or Written Examination will be conducted in single/two stages in the categories wherever applicable.
 - The selection will be made strictly as per merit. Shortlisted candidates will be called for verification of their original documents.

- d) CBT/ Written Examination will have multiple choice type questions. There shall be negative marking in written examinations and 1/3rd of the allotted marks for each question shall be deducted for every wrong answer.
- e) The Employees under GDCE will have to pass Aptitude/Type Speed/ Skill test, in the categories wherever applicable.
- f) The selected employees under GDCE will have to pass prescribed training courses prior to appointment to the post for which they are selected under GDCE, wherever applicable.
- g) Copies of all certificates uploaded should be available in Service Record of the candidates.
- h) The candidates who want to avail the benefit of reservation of SC/ST must produce his/her caste certificate issued by appropriate authority as per sample Annexure-I at the time of Document Verification. Similarly the candidate who want to avail the benefit of reservation of OBC, must produce caste certificate and Non-Creamy Layer certificate issued on or after 01/04/2022 on Central Government format by appropriate authority as per sample Annexure-II at the time of Document Verification.
- i) Eligibility status of the candidate shall be made available on RRC's website. Candidates can verify their eligibility from the website of RRC. SMS and e-mail will be sent to all eligible candidates. Candidate should keep their mobile number and emails active till the end of selection process. RRC will not entertain any request for change of mobile number and e-mail address at any stage. The e-call letter to the eligible candidate shall be available about TWO WEEKS before commencement of CBT/Typing test on the RRC's website for downloading. No admit card will be sent to candidate by post.
- j) The date, time and venue of the CBT/written examinations and skill tests etc will be fixed by RRC/CR and will be intimated to the eligible candidates in due course. Request for postponement of the CBT/written examination/skill test and change of center/venue will not be entertained under any circumstance.

(7) Mode of Application:

- I. Applications should be registered **ONLINE** by filling up the required details in the prescribed format at RRC/CR's website www.rrccr.com duly following the steps and instructions as mentioned at Para (9) of this Notification carefully. Candidates should enter all the required details in the online application form. Incomplete application shall not be accepted.
- II. Candidates can apply for more than one category of the posts, if they possess requisite eligibility by choosing the relevant options in the online application form. However, it may be noted that in the event of the examination for various categories being held on the same day or same shift or on successive days on different examination centers, there may be the risk of not being able to take examination for all categories of posts. RRC shall not be held responsible under such circumstances.
- III. Candidates must indicate their preferences for different Categories (Name of Post) in the online application form.
- IV. Candidates with partial option of posts will be considered only for the specific posts opted by them since non-option of certain posts would indicate their unwillingness for the same.
- V. In case the candidate qualifies in more than one category, the allotment of the post will be made as per his/ her merit, medical fitness and choice of the category.
- VI. Candidates are required to indicate their personal mobile no. and personal e-mail ID in the online application form and keep them active during the entire recruitment process.
- VII. Candidates are advised in their own interest to register their applications **ONLINE** well before the closing date and time to avoid hassels like inability/ failure to log on the website on account of heavy load on the internet or website jam during the last days.
- VIII. The candidature of the candidate is liable to be rejected in case of wrong details furnished in the online application if found to be wrong or mismatching with the original document at the time of

document verification.

- (8) RRC/CR will not bear any responsibility if the candidates are not able to register applications **ONLINE** within the last date/time, for any reason whatsoever. Documents uploaded must be in prescribed format. Uploading documents in wrong format may lead to corruption of documents hence employee must ensure correct uploading.
- (9) Steps to be followed while registering the ONLINE Application. Once data is saved and application is submitted, no data can be changed.
- Click on the “GDCE ONLINE/ E-Application” Link.
 - Click on the "New Registration"
 - Fill up the basic details i.e Name, Community, DOB, Employee ID, Mobile No., Email ID
 - Candidate will get Registration Number and a message of the same will also be sent on registered mobile no and email id. **Candidate should save the registration number for any future reference or to login again.**
 - Candidate Dashboard will appear for filling up Personal details.
 - Fill up the Personal details. Click , “Save & continue”.
 - Fill up the Employment details. Click, “Save & continue”.
 - Fill up the Educational Qualification details. Click , “Save & continue”.
 - Upload the required documents. Click, :Save & continue”.
 - Fill up the preference for different categories. “Click, Save & continue”.
 - Click “Save & Continue” for Preview & submission of application. Once application is submitted, no data can be changed.
 - A printout of the application should be taken for future reference.

- Note :**
- Do not send hard copy of the application to RRC, CR by post.
 - Step-by step procedure has been provided at the above para 9. However, candidates may contact at the Helpline Contact number provided in the notification in case of any difficulty or technical problem. However, it may be noted that RRC will not beheld responsible if, a candidate is unable to fill application form because of lack of understanding of the procedure or technical problem of website.

Helpline Contact:- In case any Candidate has any difficulty in registering their applications ONLINE, they should raise query on email gdce_2022@rrccr.com.

- (10) **ONLY ONE APPLICATION** Eligible employee has to submit only one application for one group against this Notification and employees submitting more than one application shall be disqualified from the selection process. Even if, such a candidate gets selected inadvertently, he/she will be disqualified and they will not be offered any appointment under this Notification for GDCE.
- (11) **Documents to be Uploaded:** The employee should upload following document in JPG format (Photograph having size 15 to 40 KB, Signature having size 10 to 20 KB.
- Photograph:-** A **colour photograph** not older than three months, with clear front view of the candidate should be uploaded. Candidate may note that RRC may, at any stage, reject the applications for uploading old/unclear photo or for any significant variations between uploaded photograph and the actual physical appearance of the candidate. Candidates are advised to keep extra copies of the same photograph for Aptitude/skill/speed/ Document verification etc. Application without photograph is liable to be rejected.
 - Signature:-**Running signature should be uploaded. Unsigned applications, signed in only block capital letters/ spaced out letters will be rejected.

(12) Document Verification and Medical Examination After the results of the CBT/written examination, Aptitude/skill test etc is declared, shortlisted candidates on the basis of merit of written examination will be called for Document Verification. At the time of Document verification, the shortlisted candidates will have to produce original certificates of education qualification, caste etc.

(13) INVALID APPLICATIONS:- Applications with following deficiencies (one or more than one) will be summarily rejected.

- 1 Applications **sent manually and** not registered **ONLINE**.
- 2 Applications which are incomplete in any manner.
- 3 Applications which are filled in a language other than English/Hindi.
- 4 If more than one application registered by the same candidate with different details, all such applications will be rejected.
- 5 Photograph not uploaded, Black and white photo, disfigured, small size, full body, only oneside view of the face or unrecognizable photo.
- 6 Signature not uploaded or uploaded in only block capital letters.
- 7 Any other irregularities which are considered by RRC
- 8 The candidature of the candidate is liable to be rejected in case details furnished in the online application are wrong/mismatch with the original document at the time of document verification.

Note:- The list is only illustrative and not exhaustive. The applications will be rejected on any other irregularity/deficiency noticed by the RRC at any stage.

(14) MISCONDUCT

- a. Employees are warned that they should not furnish any particulars that are false or suppress any material information while submitting the Application.
- b. Employees shall not bring or attempt to bring any political or other influence to further his/her interest in respect of selection process.
- c. Any misconduct on the part of the employee at any part of the recruitment process is strictly prohibited and such misconduct will lead to disqualification of the candidature and also appropriate disciplinary/ criminal proceedings will be initiated.
- d. Indulgence in any malpractices/ misconduct will result in the rejection of the candidature at any stage of selection in addition to initiation of appropriate Disciplinary/ Criminal proceedings.
- e. In case of wrong declaration/particulars are given by the candidates, he/she is liable to be taken up under Disciplinary Rules including rejection of candidature
- f. Any candidate found using unfair means in the examination or sending someone else in his/her place to appear in the examination will be debarred from appearing in all the examination of all the RRB/RRC for lifetime. Action will also be taken against him/her under Railway D&A Rules. In addition such candidates are also liable for prosecution under criminal law.

(15) IMPORTANT INSTRUCTIONS

- a. Before applying, the Candidates should carefully read the instructions and ensure that he/she fulfills all the prescribed eligibility criteria at the time of submission of application as per the Notification. Updating data of Educational Qualification and Caste in IPAS/HRMS is to be ensured by the candidate.

- b. RRC reserves the right to conduct the examination in batches on various dates and locations as decided by the RRC.
- c. The list of eligible/ineligible candidates will be published on the website of the RRC. The eligible candidates can download their admit cards from the RRC website in due course. Candidates are advised to be in touch with RRC website www.rccr.com and/or **RRC Application** for various information of the stages of selection.
Note:- In case the application is rejected by RRC for any reason, candidates will be able to view their status **ONLINE** on the website of RRC/CR, along with the reasons for rejection(s). SMS and e-mail alerts will also be sent to the candidates on their registered mobile number and email ID, as indicated while registering their application **ONLINE** . Candidates whose application/candidature is rejected will NOT be intimated by post. RRC, CR accepts no responsibility for non-receipt of any communication.
- d. The scheme of GDCE will be implemented according to the guidelines issued by Railway Board and will be binding on all.
- e. Unfilled vacancies of GDCE may be carried forward to direct recruitment quota for the next year/ next selection in terms of Railway Board' letter no. E (NG)I/ 2018/ PM 1/23 dated 01/08/2018 & letter no. E (NG)I-2010/PM 1/16 dated 10/09/2014.
- f. Zone of consideration for GDCE will encompass staff belonging to all the Departments/ Branches in a Division/ Workshop/ Headquarter Office/ Extra Divisional Office/ Production Unit as the case may be subject to their applying through proper channel in response to the notification to GDCE.
- g. There is no separate reservation of posts for Persons with Benchmark Disabilities and Economically Weaker Sections as per Railway Board's letter No. E (NG)I-2018/PM1/23 dated 02/05/2019 (RBE No. 72/2019).
- h. In case wrong declaration/particulars are given by the candidates, he/she is liable to be taken up under Disciplinary Rules including rejection of candidature
- i. Any candidate found using unfair means in the examination or sending someone else in his/her place to appear in the examination will be debarred from appearing in all the examination of all the RRB/RRC for lifetime. Action will also be taken against him/her under Railway D&A Rules. In addition such candidates are also liable for prosecution under criminal law.
- j. RRC reserves the right to reject the candidature of any applicant at any stage of the process of recruitment, if any irregularity/deficiency is noticed in the application. The decision of RRC in all matters relating to eligibility, acceptance or rejection of application, issue of free Rail Passes, penalty for false information, mode of selection, conduct of written examination, allotment of examination centers, selection etc. will be final and binding on the candidates and no enquiry or correspondence will be entertained by the Railway Recruitment Cell in this regard.
- k. Railway Recruitment Cell will not be responsible for any inadvertent errors.
- l. For any legal dispute, the Jurisdiction will be Central Administration Tribunal, Mumbai only.
- m. In the event of any dispute about interpretation or any mistake, the English version will be treated as final.

ABBREVIATIONS USED

CBT- Computer Based Test

SC-Scheduled Caste

ST-Scheduled Tribe

OBC-Other Backward Classes

UR-Unreserved

DOA-Date of Appointment

A copy of the Notification & Annexure is also placed on the official website of RRC/CR www.rccr.com. **This website may also be referred in future by the candidates for all information/updates.**

Chairman
Railway Recruitment Cell,
Central Railway, Mumbai

FORMAT OF CASTE CERTIFICATE FOR SC/ST CANDIDATES

(Form of certificate to be produced by Candidate applying for appointment to Post under the Govt. of India SC/ST)

This is to certify that Shri/Smt./Kum* _____ Son/Daughter* of _____ Of
village/town* _____ District/Division* _____ Of State/Union Territory*
_____ belongs to the _____ Caste/Tribe* which is recognized as a

Scheduled Caste/Scheduled Tribe* under:

1. The Constitution (Scheduled Caste) order, 1950
2. The Constitution (Scheduled Tribes) order, 1950
3. The Constitution (Scheduled Caste) (Union Territories) order, 1951
4. The Constitution (Scheduled Tribes) (Union Territories) order, 1951(as amended by the Scheduled Caste and Scheduled Tribes Lists Modification), Order, 1956 the Bombay Reorganisation Act 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas Re-organisation Act, 1971, and the Scheduled Tribes Order (Amendment) Act, 1976.
5. The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.
6. The constitution (Jammu and Kashmir) Scheduled Tribe Order 1956
7. The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amendment by the scheduled tribes caste and scheduled amendment act 1976.
8. The Constitution (Dadra and Nagar Haveli)Scheduled Castes Order, 1962
9. The Constitution (Dadra and Nagar Haveli)Scheduled Tribes Order, 1962
10. The Constitution (Pondicherry) Scheduled Castes Order, 1964
11. The Constitution Scheoduled Tribes (Utttar Pradesh) order, 1967
12. The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
13. The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
14. The Constitution (Nagaland) Scheduled Tribes Order, 1970
15. The Constitution (Sikkim) Scheduled Caste Order, 1978
16. The Constitution (Sikkim) Scheduled Tribes Order, 1978
17. The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
18. The Constitution (Scheduled Castes) Order(Amendment) Act, 1990
19. The Constitution (Scheduled Tribes) Order(Amendment) Ordinance, 1991
20. The Constitution (Scheduled Castes) Order(Second Amendment) Act, 1991
21. The Constitution (Scheduled Tribes) Order(Amendment) Ordinance, 1996
2. Shri / Smt / Kum.*----- and of his/her* family ordinarily reside(s) in village/town* -----
-----of----- District/Division of 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 certificate

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate)
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
3. Revenue Officers not below the rank of Tehsildar.
4. Sub Divisional Officer of the area where the candidate and / or his family ordinarily resides.
5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep islands).

OBC CERTIFICATE

Form of Certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India.

This is to certify that Shri/Smt./ Kumari son/daughter of of village/town..... 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/Kumari 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**

Dated:

**District Magistrate/
Dy. Commissioner etc.
(with Seal of Office)**

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 is mentioned 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 Peoples Act., 1950.

List of Authorities empowered to issue certificate

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (Not below the rank of Ist Class Stipendiary Magistrate)
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
3. Revenue Officers not below the rank of Tehsildar.
4. Sub Divisional Officer of the area where the candidate and / or his family ordinarily resides.
5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep island)