General Departmental Competitive Examination (GDCE) Notification No-01/2020/GDCE

Applications are invited through proper channel from serving regular Railway Employees of Northern Railway, Rail Coach Factory Kapurthala, Modern Coach Factory Raibareily, Research Design and Standards Organisation, Lucknow and Diesel Loco Modernisation Works Patiala for filling up vacancies against General Departmental Competitive Examination (GDCE) Quota.

RPF/RPSF Staff are not eligible to apply.

<table>
<thead>
<tr>
<th>Schedule of GDCE Notification</th>
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<tbody>
<tr>
<td>Date of issue:</td>
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<tr>
<td>Opening Date for Employees to submit applications to Subordinate Incharge :-</td>
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<tr>
<td>Closing Date for Employees to submit applications to Subordinate Incharge :-</td>
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<tr>
<td>Date of forwarding application by Subordinate Incharge to Establishment Unit like :- ADEN Office etc.</td>
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<tr>
<td>Date of forwarding application by Subordinate Incharges to Establishment Office located in Division or HQ Office</td>
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<tr>
<td>Date of forwarding application by Establishment Unit in field like: ADEN Office to Establishment Office in Division or HQ Office</td>
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<td>Date of forwarding application by Division/ HQ Office/CWM Office/Bridge Workshop and Production Units etc. to RRC Office.</td>
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Detail of vacancies, to be filled is given below:-

<table>
<thead>
<tr>
<th>Vacancy Detail</th>
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<tbody>
<tr>
<td>Name of the Post</td>
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<tr>
<td>Senior Clerk Cum Typist</td>
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<td>Total</td>
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(A) Age limit as on 01.07.2020

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<tr>
<th>UR</th>
<th>OBC</th>
<th>SC</th>
<th>ST</th>
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<tr>
<td>42 Years</td>
<td>45 Years</td>
<td>47 Years</td>
<td>47 Years</td>
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(B) General Instructions:
1. Only serving regular Railway employees, possessing prescribed minimum educational &/or technical qualification as indicated against each post in the table given above, of Northern Railway, Rail Coach Factory Kapurthala, Modern Coach Factory Raibareily, Research Design and Standards Organisation, Lucknow and Diesel Loco Modernisation Works Patiala who are working in lower grade pay posts & at the best in the same grade for which GDCE is being held are eligible to appear in the Exam.
2. Before applying in the post(s) against this notification employee should satisfy themselves that they fulfill all eligibility norms including Age, Educational &/or Technical Qualification(s) from a recognized Board/University/Institute. Employee must ensure that they fulfill the prescribed medical standard for the opted post. Employees who are found medically unsuitable for the opted post(s) shall not be given any alternate appointment.
3. Those employees who are appearing or awaiting results of final examination for the prescribed qualification are not eligible and hence should not apply.
4. Eligible employees shall submit applications in single page on A4 size paper through proper channel. The Notification and application format may be downloaded from the website www.rrcnr.org. Application directly received in RRC/DLI office shall not be entertained.
5. Selected employees are liable to be posted anywhere in the Northern Railway.
6. Decision of the Railway Recruitment Cell, Delhi in the matter of recruitment will be final.
7. The number of Vacancies shown in the notification are provisional and may increase or decrease or even may become NIL in total or in specific communities/Posts/Units depending upon the actual needs of the administration at the time to appointment.
8. Railway Administration also reserves the right to alter the modulus of examinations or re-conduct written examination or to cancel part or whole of any process of recruitment at any stage.
9. Written Examination will be conducted in single stage for the group as per the rules. The standard of examination & Syllabus shall be as applicable to direct quota recruitment by RRBS.
10. There shall be negative marking in written examinations and 1/3 of the allotted marks for each question shall be deducted for every wrong answer.
11. The recruitment will be made strictly as per merit in the written examination. Short listed employees will be called for verification of their original documents.
12. The Employees under GDCE will have to pass Type Test.
13. 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. Selected employee have to execute Security and/or indemnity bond wherever necessary.
14. Date, Time and Venue of the Written Examinations, Type Test, (OFFLINE/ONLINE) will be published on RRC website. The exam centre, date & shift etc. indicated in the call letter shall be final. Request for postponement of the examination/skill test and change of center/venue will not be entertained under any circumstance.
15. Any employee 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 be taken against him/her under Railway D&A Rules. In addition such employees are also liable for prosecution under criminal law.
16. Candidature of the employee will remain provisional at all stages of recruitment and 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.
17. 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 recruitment, conduct of written examination, allotment of examination centers, recruitment etc., will be final and binding on the employees and no enquiry or correspondence will be entertained by the Railway Recruitment Cell in this regard.
18. Railway Recruitment Cell will not be responsible for any inadvertent errors.
19. For any legal dispute, the Jurisdiction will be Central Administration Tribunal Delhi only.
20. In the event of any dispute about interpretation or any mistake, the English version will be treated as final.
21. Railway Administration shall not responsible for any loss/Damage/Injury, if any, occurred during recruitment process.

(C) How to apply:-
1. Application as per Annexure-I as available on RRC website i.e. www.rrcnr.org should be filled up by the employee and to be submitted to the Subordinate Incharge under whom employees is working. Application submitted directly to RRC by the employee shall not be entertained.
2. Eligibility of the employee shall be considered on the strength of the information furnished in the application. If at any stage of recruitment or thereafter it is found that any information furnished by the employee in his/her application is false/incorrect or the employee has suppressed any relevant information or the employee does not satisfy the eligibility criteria for the post(s) will be rejected forthwith.
3. Application is to be filled up by the employee in his/her own handwriting. Signature of the employee on all the documents during the process should be identical either in Hindi or English and must not be in Block/Capital or Disjointed letter. Signature in different form during the process will result into the cancellation of candidature.
4. A recent (not older than one month) passport size colour photograph without cap and without wearing coloured glasses should be pasted at the space provide in the application form.
5. Employees belonging to OBC community should enclose the self attested copy of the latest OBC Caste Certificate specifically indicating that the employee does not belong to persons/sections (Creamy Layer) as mentioned in column 3 of the schedule of Govt. of India Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and its subsequent revision and it should not be more than 1 year old in the format given in Annexure-II and self declaration in Annexure –III as available on RRC website with this Notification.
6. RRC website is the main source of contact and all related information employees are advised to be in touch with RRC website for further process. Also Mobile No and E-mail ID mentioned in the application are to be kept valid & active during the process.

(D) Procedure for forwarding of the applications by the Subordinate Incharge(s), Establishment Units/Divisions:-

1. Responsibility of Subordinate Incharge/Estt. Units in Fields like :- ADEN Offices etc.; All applications received from the employees working under their control within the last date shall be forwarded to the Establishment Unit after duly verifying the application with photograph available on the application form with Stamp, Signature & Date. The applications are to be forwarded to Estt. Unit by 14.03.2020 under the covering letter with detail of number of applications forwarded and record of the same be kept in safe custody for future reference, if any. In case of Estt. Unit located in field like: ADEN Office, the application so received by Subordinate Incharges are need to be submitted in ADEN Office by 11.03.2020. In case of Estt. Unit is a field unit like ADEN Office etc. then all such verified applications are to be submitted in Divisional Office by 24.03.2020.
2. Responsibility of Establishment Unit; Estt. Unit shall verify the information given in the application(s) from the Service Record of the employee and verify the eligibility of the employee for notified post(s) keeping in view the eligibility conditions as given in the notification available on RRC website. All such applications whether declared ELIGIBLE or INELIGIBLE shall be forwarded to RRC Office in a single bunch by the Divisional Office with list of employees in hard & soft copy by 31.03.2020. All extra Divisional Offices like CWMs, Bridge Workshops, Production Units, HQ Office etc. where service record of the employees are maintained independently may sent verified application directly to RRC office but in a single bunch with hard & soft copy as per the proforma given below:-.
(F) INVALID APPLICATIONS:
The applications having any of the following deficiencies, discrepancies or irregularities will be summarily rejected:
1. Applications received in Subordinate Incharges Office after closing date.
2. Applications not received through proper channel.
3. Incomplete or illegible applications.
4. Unsigned applications, applications without clear and un-smudged thumb impressions.
5. Applications without photograph.
6. Applications without signatures in box on application form.
7. Applications not filled in English or Hindi.
8. Over aged employees.
9. Not having the requisite Educational/Technical Qualification at the time of submitting application.
10. Any other irregularities which are considered invalid by RRC.
11. Application without enclosing certificate as per Annexure II & III if applied against vacancies reserved for OBC.

(G) ABBREVIATIONS

<table>
<thead>
<tr>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
<th>UR</th>
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</thead>
<tbody>
<tr>
<td>B</td>
<td>LV</td>
<td>D</td>
<td>HI</td>
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<td>OA</td>
<td>OL</td>
<td>OAL</td>
<td>BL</td>
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<tr>
<td>LC</td>
<td>DW</td>
<td>AAV</td>
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RRC - Railway Recruitment Cell

Note- Employees to note that RRC website will be the main source of contact for various information and same may be referred in future by the employees for any information/updates.

Chairman,
Railway Recruitment Cell
Northern Railway, New Delhi
RAILWAY RECRUITMENT CELL, NORTHERN RAILWAY, 
NEW DELHI
APPLICATION FORM FOR GENERAL DEPARTMENTAL COMPETITIVE EXAMINATION - 01/2020/GDCE
(Application should be filled by employee in his/her own handwriting. All columns are to be mandatorily filled and if not relevant then mention “Not Applicable”)

Post(s) applied for

1. Name of the employee
   (in English Capital Letters)
2. Father’s Name
   (in English Capital Letters)
3. Address (for Correspondence)
   (in English Capital Letters)
4. *E-Mail ID:
6. PF No./PRAN NO. …………………………………………… Date of Appointment ………………………………………
7. Present designation & working under…………………………………………………………
8. Present Grade Pay (6CPC)/LEVEL (7CPC) (without MACP) …………………………………………………
9. Gender
   (Male/Female)
10. Community
    (UR/OBC/SC/ST)
11. If you are PwBD employee, mention the disability & nature
12. Date of Birth as in 10th Certificate …………………… Age (as on 01-07-2020) Years ……..Month ……..Days…..
13. (A) Edu. Qualification

<table>
<thead>
<tr>
<th>S.N</th>
<th>Academic</th>
<th>University/Board/Institution</th>
<th>Subjects</th>
<th>Year of passing</th>
<th>Marks%</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>SSE/10th class</td>
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<td>2</td>
<td>Sr. Sec./12th</td>
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<td>3</td>
<td>Graduation</td>
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(B) Any Other Qualification

<table>
<thead>
<tr>
<th>S.N</th>
<th>Technical</th>
<th>University/Board/Institution</th>
<th>Subjects/Trade</th>
<th>Year of passing</th>
<th>Marks%</th>
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14. Please copy the following declaration in the space provided below, in your own running handwriting.

**I hereby declare that all the statement made by me in this application are true, complete and correct to the best of my knowledge. In the event of any information being found false or incorrect or being not eligible in terms of eligibility criteria, my candidature for appointment is liable to be cancelled/terminated without any notice at any state and I shall be liable to be taken up under D&AR also.

……………………………………………………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………………………………………

Signature of the employee
(Not in capital letter)
Left Hand Thumb impression
Date………………
Place……………………

Forwarded to …………………………..
Signature of Subordinate Incharge with date and Office Seal

Certified that the above service particulars are verified from the Service records of the Staff concerned and is eligible for the post of Senior Clerk Cum Typist, Level-5 as per the eligibility given in the notification.

Date …………..
(i.e. APO/ADEN/etc. with date and Office Seal)

* E-Mail and Mobile No. is essential.
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………………………………… son/daughter of …………………………… of village………………………… district/division …………………………… in …………………...… state belongs to ………………………..community which is recognized as a backward class under:


Shri/Smt./kumari…………………………………………..and/or his/her family ordinarily reside(s) in the………………….. District/ Division of the …………………………. State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM NO.36012/22/93 -Estt (SCT), dated 8.9.1993 and OM No. 36033/3/2004-Estt(RES), dated 09.03.2004. Modified vide Govt. of India, department of Personnel and Training.

Place :
Dated:  
Dy.Commissioner etc.  
(with Seal of Office)

Seal  

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 employee and / or his family ordinarily resides.
5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep islands).
Proforma for declaration to be submitted by Other Backward Class Employees alongwith the application form.

DECLARATION

“I …………………………………… son/daughter………………………………
Resident………………………………………………….Village/town/city …………………district………………………State…………… hereby declare that I belong to the ………………… (indicate your sub caste) community which is recognized as a backward class by the Government of Indian for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections (creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.09.1993 and its subsequent through O.M. No. 36033/3/2004-Estt.(Res) dated 09.03.2004.”

Place : __________________________ Signature of the Employee

Date : __________________________ Name of the employee