



**The list of authorities empowered to issue SC/ST/OBC certificates are indicated below :**

- District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Dy. Commissioner/Deputy Collector/1st class Stipendiary magistrate/ Sub-divisional Magistrate/ Taluk Magistrate/Executive Magistrate/Extra Assistant Magistrate (not below the rank of 1st class Stipendiary magistrate)
- Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate.
- Revenue officer not below the rank of tahsildar.
- Sub-divisional officer of the area where the candidate and or his family resides.
- Administrator/Secretary to Administrator/Development officer (Lakshadweep islands)
- In case of Physically Handicapped (PH) persons, attested copy of the disability certificate issued by competent authority should be enclosed. Draft format of the certificate is enclosed as Annexure II.
- In case of visually impaired candidates / those candidates whose writing speed is affected by cerebral palsy requiring the assistance of scribes should enclose the particulars of the scribe proposed to be engaged as per the format given at Annexure III.
- Domicile certificate, if the candidate belongs to Andaman & Nicobar, Jammu & Kashmir and Lakshadweep.
- Copy of decree from the competent court of law for having divorced / judicially separated.
- In case of widow, death certificate of her husband together with the affidavit that she has not remarried since.

**NOTE :**

- Application received without above enclosures shall be rejected summarily.
- Attested copies of above documents as applicable should be enclosed.
- Original Certificates **SHOULD NOT** be enclosed with the application.
- Any certificate, photograph etc received separately, subsequently to the receipt of the application will not be entertained.

**8. PHYSICALLY HANDICAPPED PERSONS**

**A. Definition of Physically Handicapped Persons for the purpose of this recruitment.**

- Visually Handicapped (VH)** – a) a total absence of sight or b) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses or c) limitation of field of vision subtending an angle of 20 degree or worse. **Low vision** – A person with impairment of the field of vision functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning of execution of a task with assistive device.
- Hearing Handicapped (HH)** : Loss of 60 (sixty) decibels or more in the better ear in the conversational range of frequencies.
- Orthopaedically Handicapped (OH)** – (a) **Locomotor disability** means disability of the bones, joints muscles leading to substantial restriction of the movement of the limbs or any form of the cerebral palsy. (b) **Cerebral palsy**: A group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the prenatal peri-natal or infant period of development.

**B. Degree of disability:** Only such persons should be eligible for recruitment under vacancies reserved for PH candidates who suffer from **not less than 40%** of relevant disability. If the disability is less than 40%, the candidate will not get any relaxation of PH quota and will be treated as normal candidates provided he/she fulfills all other conditions of this employment notice. Candidate should submit disability certificate issued by the competent authority (i.e. medical board duly constituted by Central Government or a State Government. Format of the certificate is enclosed as Annexure II.

**C.** The Physically Handicapped persons are eligible for appointment in the categories identified suitable for physically handicapped Persons.

**D. SCRIBES** - Visually impaired Candidates / those candidates whose writing speed is affected by Cerebral palsy can avail the assistance of **Scribe** for writing answers on their behalf. For this purpose they will have to suitably inform RRC/NFR in advance as per (d) below. In all such cases engagement of **SCRIBES** will be subject to the following conditions:

- The candidates will have to arrange their own **SCRIBES** at their own cost during the examination. Separate Admit Cards will be issued to the **SCRIBES** accompanying the visually handicapped candidates.
- The academic qualification of the **SCRIBE** should be one grade below the qualification prescribed for the post for which recruitment is being made.
- The **SCRIBE** can be from any academic discipline if the recruitment is for general post. If the recruitment is for a specialist post, he/she should be from a discipline different from that of the candidate. He/she should not have secured more than 60% marks in the qualification mentioned at (b) above.
- The candidates as well as the **Scribe** will have to give a suitable undertaking (enclosed Proforma as annexure – III) confirming that the Scribe fulfills all the stipulated eligibility criteria for the **Scribe** as mentioned above. In case it transpires later that he/she did not fulfill any of the laid down eligibility criteria or there has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination. The Visually Handicapped candidate shall be responsible for any misconduct on the part of scribe brought by him/her. The undertaking, as given in the enclosed proforma at annexure-IV, should be submitted by the Visually Handicapped candidate along with his/her application form.
- Candidates availing the assistance of a Scribe shall be eligible for extra time of 20minutes for every hour of examination.
- The scribe will read out the questions to the candidates and on the candidate stating clearly answer against each question, the scribe will write/indicate the same. An invigilator shall exclusively be posted with every VH candidate who have opted to avail the assistance of a scribe. The invigilator shall sit along side the scribe who will sit opposite the VH candidate so that conversation between the scribe and VH candidate could be overheard by the invigilator who shall ensure that only the answers spelt out by the candidate are written/indicated by the scribe on the answer book.
- The scribe will not make any gesture, sound or any other forms of communication designed to indicate to the candidate the correctness or otherwise of an answer being recorded by him. Any such attempt would entail disqualification of candidate and stringent action will be taken against both the candidate and the scribe.
- Conversation between the candidate and the scribe should not disturb in any way the peace in the examination hall or the other candidates seated in the examination hall/room.
- The VH candidates may be allowed to use TAILOR FRAME AND BRAIL SLATE WITH PAPER for solving arithmetic problems and they will have to bring their own TAILOR FRAME AND BRAIL SLATE WITH PAPER in the examination hall. Partially blind candidates who are able to read normal question paper set for all the candidates and to write/indicate the answer with the help of Magnifying Glass may be allowed to use Magnifying Glass in the examination hall but they shall not be allowed the help of a scribe. Such candidates may bring their own Magnifying Glass in the examination hall. However, they shall not be provided with the question paper meant for VH candidates who require the assistance of a scribe.

**Note :** All the one eyed candidates and VH candidates whose visual degree of disability is less than 40% shall not be considered as Visually Handicapped persons and the provision for engaging **Scribe** shall not be applicable to them.

**9. INVALID APPLICATION**

The applications having any of the following deficiencies, discrepancies or irregularities will be summarily rejected :

- Applications not submitted in prescribed format as given in this employment notice.
- Incomplete or illegible applications or applications with over-writing, cutting or erasing marks
- Unsigned or undated application/applications without clear and un-smudged thumb impressions and/or without marks of identification.
- Without photograph or affixing xerox copy of photograph.
- Without Bank Draft/Postal orders of requisite value and validity for UR & OBC candidates.
- Applications not filled in English or Hindi or not filled by candidate in his own handwriting.
- Applications without Column 20 of the Application Form, written in candidate's own handwriting.
- Without proper certificates, in respect of SC/ST/OBC, income certificates in case of those claiming fee exemption under economically backward classes & PH candidates, certificate should be obtained from the appropriate authority in the prescribed format.
- Under aged/Over aged candidates.
- Not having the requisite Educational Qualification at the time of submitting application.
- Applications received after 17.30hrs on closing date by any means/modes.
- More than one application in one name or sent in one envelop.
- Postal orders/Bank drafts issued before the date of issue of Employment Notice or with less than six months validity.
- Any other deemed irregularity.

**10. RECRUITMENT PROCEDURE.**

- All eligible candidates shall be required to appear in Physical Efficiency Test (PET). A separate advice indicating date, time and venue will be sent to all the eligible candidates for PET. The candidates who have been declared successful in PET shall appear in a written test. A separate advice indicating date, time and venue for written examination will be communicated to all the eligible candidates.
- Persons with disabilities (PH candidates) are exempted from PET and they are allowed to appear directly in the written examination. After qualifying in the written examination, such candidates will have to pass the medical examination prescribed for persons with disabilities so that they can be empanelled.
- Candidates to a limited extent, in order of merit, out of those who obtained the prescribed minimum pass marks in the written test will be called for verification of original documents and identity and medical examination of relevant standard. **There will be no interview.**
- Physical efficiency test (PET)** for all categories. : Passing the PET is mandatory and the same will be qualifying in nature. The candidates should be able to perform the following physical test;

For Male candidates	For Female candidates
Should be able to run for a distance of 1500 metres in 6 minutes in one chance	Should be able to run for a distance of 400 metres in 3 minutes in one chance

**NOTE**

- Railway Administration will not be liable/responsible for any loss/injury/damage, whether direct or consequential, suffered/incurred by any candidate during the selection, including PET. Candidates are advised in their own interest, therefore to ensure that they are physically and otherwise fit to undertake the selection and observe due care to avoid injury/loss/damage to either themselves or others during the process of selection.
  - The venue of PET/written examination once decided by Railway administration shall be final, no request for change for whatever ground shall be entertained.
  - For PET candidates may be required to stay one or two days more than the appointed day at their own cost. They have to make their own arrangements for lodging/boarding.
  - Maintaining discipline by the candidates at the venue of PET is must. Any act of indiscipline will debar the candidate from consideration. The decision on this of the committee at the venue will be final and binding.
- 10.5. Written examination :** (i) The question paper for the written examination shall be based on class 8th standard consisting of 150 multiple choice (four) objective type questions aimed to assess the General Knowledge/Awareness, Mathematics, General Science, Reasoning, etc. The duration of the written examination shall be 2 (two) hours.  
(ii) The question paper shall be printed in Hindi and English and also in regional languages.  
(iii) **Negative Marking** – There will be negative marking for wrong answers. One third mark shall be deducted for each wrong answer, i.e. one mark shall be deducted for every 3 wrong answers.  
(v) The candidates whoever successfully passes the PET and written examination shall be called for verification of original certificates and identity. After the verification of all relevant originals of passed candidates, the candidates shall be subjected to Medical Examination.

**10.6 Medical examination :** Clearing the medical examination is mandatory. Only those who have cleared the medical examination successfully will be included in the final merit list to the extent of vacancies available.

**11. FREE JOURNEY RAILWAY PASS :** A free second class Railway pass from nearest Railway Station to the place of examination and back will be issued to the candidates belonging to SC/ST communities only for appearing in the Physical Efficiency Test /written examination. All other candidates shall bear their own traveling and other expenses.

**Note :** (i) The RRC/NFR at its discretion may hold additional Written examination and PET or re examination or cancel part or whole of the written examination and/or PET.

(ii) Request of postponement of the examination and or/change of center/venue will not be entertained.

(iii) Mere issue of call letter for appearing in PET/Written Exam by RRC/NFR does not confer any right for subsequent stages of recruitment process or placing name on the panel.

**12. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.**

**12.1** Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should not attempt or 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.

**12.2** A candidate found by the Railway Recruitment Cell (or found earlier by any Railway Recruitment Board) to be guilty of:

- Canvassing support for his candidature by any means or
- Impersonating or
- Procuring impersonation or
- Submitting fabricated/tempered document or
- Making statements which are incorrect or false or
- Resorting to any other irregular or improper means for furtherance of his candidature for the selection or
- Using unfair means during the examination or processing, carrying or using mobile phone, calculator or any other such instruments or
- Writing irrelevant matter including obscene language or pornographic matter in the script(s) or
- Committing mischief in any other manner in the examination hall or
- Harassing or doing bodily harm to the staff employed by RRC/NFR for the conduct of the test.

May in addition to action under relevant provisions of the Rules/Law render himself liable to criminal prosecution and further

(a) be disqualified by the RRC/NFR from selection for which he is a candidate or (b) be debarred, either permanently or for a period decided by the RRC/NFR from any examination or selection conducted by any of the Railway Recruitment Cell/ Railway Recruitment Boards or (c) be taken up for disciplinary actions under appropriate rules, if he is already in service.

**13.** Examination centre will be decided by the RRC/NFR and indicated in call letter issued to candidate for appearing in written examination.

**14.** All male candidates are liable for Active Territorial Army Service in Railway Unit or such other Units as may be laid down in this behalf from time to time.

**15.** Selected candidates may be required to undergo training wherever necessary with stipend for specific period and to deposit the security amount and execute an indemnity bond or agreement

**16.** The candidates shall be considered in due course for promotion to higher grades according to rules/orders in force from time to time.

**17.** Posting of the selected candidates may be made as per requirement of the Indian Railways at the appropriate time. No particular place or Department or division of posting can be assured or assumed.

**18.** For any legal dispute, the jurisdiction will be at Central Administrative Tribunal, Guwahati only.

**19.** In case of any dispute, English version of the Employment Notice will be treated as valid.

**20. RAILWAY RECRUITMENT CELL'S DECISION FINAL:** The decision of RRC/NFR 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 examination centres, allotment of posts/places to selected candidates and all other matters related with conduct of recruitment process will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.

**IMPORTANT:** Railway Recruitment Cell, Northeast Frontier Railway has not appointed any agent or coaching centre for action on its behalf. Candidates are warned against any such claims being made by personal agencies. OMR sheets shall be used for the written examination and computer evaluation shall be resorted to. Candidates are selected purely as per merit. **PLEASE BEWARE OF UNSCRUPULOUS ELEMENTS AND DO NOT FALL IN THEIR TRAP.**

**Deputy Chief Personnel Officer**  
**Railway Recruitment Cell, N.F. Railway,**  
**Station Colony, Guwahati-781001, ASSAM**

- (vi) BH - Stiff back or hips (Cannot sit or stoop)  
(vii) 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 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 \_\_\_\_\_ years \_\_\_\_\_ months.\*  
3. Percentage of disability in his/her case is \_\_\_\_\_ present.  
4. Sh./Smt./Kum..... meets the following physical requirements for discharge of his/her duties:-  
(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 & writing. Yes/No

1 Name of the candidate in Block Capital Letters (in English) :  
\_\_\_\_\_

2. Father/Husband's Name :  
\_\_\_\_\_

3. Nearest Railway Station \_\_\_\_\_ 4. Date of Birth \_\_\_\_\_  
D D M M Y Y

5. Address for Correspondence (in Capitals)  
Name :- \_\_\_\_\_  
Address :- \_\_\_\_\_  
PIN :- \_\_\_\_\_

6. Sex \_\_\_\_\_  
7. Nationality \_\_\_\_\_  
8. Religion (Put code) \_\_\_\_\_  
9. (Tick appropriate box for community)  
 UR  OBC  SC  ST

10. State of Domicile (Put Code) \_\_\_\_\_  
11. If age relaxation sought (put code) \_\_\_\_\_  
12. Are you physically Handicapped? 12A. Percentage of Disability \_\_\_\_\_%  
If yes, tick your category in the appropriate box.  
 OH  VH  HH  
13. VH candidates/those candidates whose writing speed affected by cerebral palsy in indicate if they require help of scribe  
 YES  NO

14. Chose of Division for posting					15. Choice of category					
Division	KIR	APDJ	RNY	LMG	TSK	Category	Porter	Trackman	Gateman	Khalasi
Indicate Priority						Indicate Priority				

16. Educational Qualification Tick (✓) the appropriate column  

HSLC Matric	HSC SSC	ITI	Diploma	Others (please indicate)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. Personal marks of identification  

1	_____
2	_____

18. Particulars of Examination Fees :  

Name of the post office/bank	No. of IPO/bank draft	Date	Amount
_____	_____	_____	_____

19. Fee exemption (if yes put code) \_\_\_\_\_

20. I hereby declare that all the particulars given by me are true, complete and correct to the best of my knowledge and belief. I am aware that in the event of any information furnished by me is found false/incorrect at any stage, my candidature/service may be cancelled/terminated without any notice.  
\_\_\_\_\_

21. LTI of the candidate \_\_\_\_\_

22. Signature of the Candidate \_\_\_\_\_

23. Date & Place \_\_\_\_\_

**ANNEXURE II**

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL  
Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board

This is to certify that Shri/Smt/Kum \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_ sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_ is suffering from permanent disability of following category:  
**A. Locomotor or cerebral palsy:**  
(i) BL- Both legs affected but not arms.  
(ii) BA - Both arms affected (a) Impaired reach (b) Weakness of grip  
(iii) BLA - Both legs and arms affected  
(iv) OL - One leg affected (right or left) (a) Impaired reach (b) Weakness of grip (c) Ataxic  
(v) OA - One arm affected (a) Impaired reach (b) Weakness of grip (c) Ataxic

(Dr. \_\_\_\_\_) (Dr. \_\_\_\_\_) (Dr. \_\_\_\_\_)  
Member Medical Board      Member Medical Board      Chairperson Medical Board  
Countersigned by the Medical Superintendent/CMO/Head of Hospital (with Seal)

\* Strike out which is not applicable.

**ANNEXURE-III**  
**EXAMINATION FOR RECRUITMENT FOR GROUP 'D'**  
**Particulars of the Scribe proposed to be engaged by the candidates.**

1. NAME OF THE BLIND CANDIDATE _____	Photograph duly signed by the scribe
2. ROLL NO. OF THE CANDIDATE (for office use) _____	
3. DATE OF BIRTH _____	
4. CENTRE/SUB CENTRE OF EXAM (for office use) _____	
5. NAME OF THE SCRIBE _____	
6. FATHER'S NAME OF THE SCRIBE _____	
7. ADDRESS OF THE SCRIBE _____	
a) Permanent address _____	
b) Postal address _____	
8. EDUCATIONAL QUALIFICATION OF THE SCRIBE _____	
9. RELATIONSHIP, IF ANY, OF THE SCRIBE TO THE CANDIDATE _____	

DECLARATION  
We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/been read out the instructions of the Railway Recruitment Board/ Railway Recruitment Cell regarding conduct of visually challenged candidates/ scribe at this examination and hereby undertake to abide by them.

\_\_\_\_\_  
(Signature of the candidate)

\_\_\_\_\_  
(Signature of the Scribe)

**Annexure IV**

Format for Income Certificate to be issued on letter head for waiver of examination fees.

1. Name of candidate \_\_\_\_\_ :  
2. Father's Name \_\_\_\_\_ :  
3. Age \_\_\_\_\_ :  
4. Residential Address \_\_\_\_\_ :  
5. Annual Family Income (in words & figures) \_\_\_\_\_ :  
6. Date of issue \_\_\_\_\_ :  
7. Signature \_\_\_\_\_ Name of the issuing authority  
8. Stamp of issuing authority \_\_\_\_\_



**NORTHEAST FRONTIER RAILWAY**