



SOUTH EASTERN RAILWAY
RAILWAY RECRUITMENT CELL,
11, GARDEN REACH ROAD, BUNGALOW NO.12A, KOLKATA-700043.
Website - www.rrcser.co.in

Opening Date and Time for Online Applications : **24.03.2020 at 10.00 a.m.**

Closing Date and Time for Online Applications: **23.04.2020 at 06.00 p.m.**

GDCE Notification No.SER/P-HQ/RRC/GDCE/2020

1. In terms of the instructions issued vide Railway Board's letter No.E(NG)I-92/PM2/16 dtd.20.08.2993(RBE No.129/1993) and other instructions issued from time to time, **ONLINE** applications are hereby invited from eligible serving regular railway employees of **South Eastern Railway** for filling up following vacancies of ALP, Comml.cum Ticket Clerk, Jr.Clerk cum Typist, Sr. Comml. cum Ticket Clerk, Sr.Clerk cum Typist, JE(P.Way), JE(Works), JE(Signal) & JE(Tele) category against **General Departmental Competitive Examination(GDCE)** quota. The employees are required to apply **ONLINE** by visiting the link of RRC/SER i.e. www.rrcser.co.in and simultaneously submitted the online application to the concerned working authority as per para-9 below. The community wise breakup of vacancies to be filled with Medical Fitness, Educational Qualification and stages of examinations are indicated below.

Cat. No.	Name of the post	PB & GP (in Rs.)	No. of Vacancies					Medi- cal Stand -ard	Minimum Educational Qualification	Stage of Exam.
			UR	SC	ST	OBC	Total			
1)	Asstt. Loco Pilot	(5200-20200 with GP Rs.1900)/ Level-2 of 7 th CPC	166	46	25	87	324	A-1	Matriculation Pass or its equivalent or 10 th Class(10 th standard) Pass plus (a) ITI certificate/Act Apprenticeship passed in trade(i) Fitter (ii) Electrician(iii) Instrument Mechanic (iv)Mail Wright/ Maintenance Mechanic (v)Mechanic (Radio & TV)(vi)Electronics Mechanic (vii)Mechanic(Motor Vehicle) (viii)Wireman (ix)Tractor Mechanic (x)Armature & Coil Winder (xi)Mechanic(Diesel) (xii)Heat Engine (xiii)Turner (xiv)Machinist (xv) Refrigeration & AC Mechanic OR (b) Diploma in Mechanical/ Electrical/Electronics/Automobile Engineering in lieu of ITI. Note: Degree in the Engineering disciplines as above will also be acceptable in lieu of Diploma in Engineering	Single stage Computer Based Test(CBT) followed by Aptitude Test, document verification & Medical Examination

Cat. No.	Name of the posts	PB & GP (In Rs.)	No. of Vacancies					Medical Stand-ard	Minimum Educational Qualification	Stage of Exam.
			UR	SC	ST	OBC	Total			
2)	Comm l.cum Ticket Clerk	(5200-20200 with GP Rs.2000)/ Level-3 of 7 th CPC	34	09	04	16	63	B-2	HSC/12 th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Persons with Benchmark Disability/Ex-servicemen and candidates having higher qualification than 12 th (+2 stage)	Single stage Computer Based Test(CBT) followed by Document verification & Medical Examination
3)	Jr. Clerk cum Typist	(5200-20200 with GP Rs.1900)/ Level-2 of 7 th CPC	24	21	12	11	68	C-1	HSC/12 th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/Persons with Benchmark Disability/Ex-servicemen and candidates having higher qualification than 12 th (+2 stage). Typing proficiency in English/Hindi on Computer is essential.	Single stage Computer Based Test(CBT) followed by typing test in English/Hindi, Document verification & Medical Examination
4)	Sr.Com ml.cum Ticket Clerk	(5200-20200 with GP Rs.2800)/ Level-5 of 7 th CPC	44	12	06	22	84	B-2	Degree from recognized University or its equivalent	Single stage Computer Based Test(CBT) followed by Document verification & Medical Examination
5)	Sr.Clerk cum Typist		38	10	05	17	70	C-1	Degree from recognized University or its equivalent. Typing proficiency in English/Hindi on Computer is essential.	Single stage Computer Based Test(CBT) followed by typing test in English/Hindi, Document verification & Medical Examination
6)	JE (P.Way)	(9300-34800 with GP Rs.4200)/ Level-6 of 7 th CPC	02	01			03	A-3	(a) Three years Diploma in Civil Engineering OR B.Sc in Civil Engineering of three years duration OR (b) a combination of any sub stream of basic streams of Civil Engineering from a Recognized University/Institute.	Single stage Computer Based Test(CBT) followed by Document verification & Medical Examination
7)	JE (Works)		01	01			02	B-1		
8)	JE (Signal)		01				01	A-3		
9)	JE(Tele)		01	01			02	A-3		

NB: In terms of RBE No.72/2019 reservation for Persons with Benchmark Disabilities (PwBD) and Economically Weaker Section (EWS) that is applicable for open market recruitment will not apply for the GDCE scheme.

GENERAL INSTRUCTIONS REGARDING ELIGIBILITY CONDITION:

- Only eligible serving regular/permanent Railway Employees of **South Eastern Railway** working in all Departments/Branches of Hd.Qrs./Divisions/Workshop/Units in grade pay/levels lower than the grade pay/levels of the notified posts and all the eligible employees working in same Levels of posts for which GDCEs are being conducted are eligible to appear in selection for GDCE from **Non-safety to Safety** categories as well as **Safety to Safety** category posts (except from **Safety Category posts to Non-Safety post**).(Authority : RBE No.72/2017 dtd.24.07.2017/SER Estt.Srl.No.100/2017 & 169/2018) through application in the enclosed prescribed format(As per Annexure-1).

N.B.: The Employee should be drawing a pay on Substantive Basis (excluding MACP/Ad-hoc promotion etc).

3. RPF/RPSF personnel are not eligible to apply for GDCE in terms of Railway Board's Letter No.E(NG)I/2002/PM2/9 dtd. 11.08.2003(RBE No.139/2003- ES-139/2003) and Law Assistant, Catering Inspector & Accounts Cadre are not eligible to apply in terms of Railway Boards letter no.E(NG)I/2000/PN2/12 dtd.21.08.2001(RBE No.165/2001).
4. **AGE LIMIT:** The upper age limit will be 42 years for General candidates, 47 years for SC/ST candidates and 45 years for OBC candidates. The age will be reckoned as on 01.01.2020.

Age Group	Upper Date of Birth			Lower Date of Birth
	UR	OBC	SC/ST	
	18 to 42	18 to 45	18 to 47	
02.01.1978	02.01.1975	02.01.1973		

5. PROOF OF AGE:

Matriculation/SSC/SSLC/HSC Certificate or Mark Sheet indicating Date of Birth issued by Board or School leaving/Transfer certificate issued by School/College Authority or Birth Certificate issued by appropriate authority.

6. EDUCATIONAL QUALIFICATION:

Candidate should possess the prescribed educational/technical qualification(as indicated above) from recognized Board/University/Institute as on the date of Notification. Candidates having higher educational qualification may also apply. Typing proficiency Test of **30 w.p.m. in English/25 w.p.m. in Hindi** on Computer without editing tools and spell check facility is essential for **Cat.No.3 & 5** above i.e. for the post of **Jr.Clerk cum Typist and Sr.Clerk cum Typist** only. **Those candidates who are appearing in and/or awaiting results of final examination of minimum qualification at the time of applying for the notified post are not eligible.**

7. Examination Fee : Nil

8. Mode of Application:

8.1 Applications should be registered **ONLINE** by filling up the required details in the prescribed format, as will be made available in the website of RRC/SER i.e. www.rrcser.co.in. The application has to be filled up carefully duly following the steps and instructions, as provided on the website. The application portal will be open from **24.03.2020 till 23.04.2020**.

8.2 In case any employee has any difficulty in registering his application **ONLINE**, they can use the "Contact Us" button in the application portal. We will try to address your queries in two working days. Alternatively you also can send a mail to cmrrcraillnet@gmail.com or reply to any of the emails which they get during the course of registration.

8.3 To avoid last minute rush, candidates are advised in their own interest to register their applications **ONLINE** well before the closing date, since there may be possibility of failure/inability to log on to the website of RRC/SER on account of heavy load on the internet or website jam during last days. Candidates desiring to make any corrections in the application already filled can do so before the FINAL SUBMISSION being clicked on **ONLINE** registration. After final submission and confirmation, no provision for editing the data is allowed.

8.4 The last date/time for **ONLINE** registration is 23.04.2020 at 06.00 p.m. Railway Administration will not bear any responsibility if the candidates are not able to register their applications ONLINE within the last date/time, for any reason whatsoever.

9. Steps to be followed while registering the ONLINE Application:

9.1 Go to RRC/SER website www.rrcser.co.in and click on the link mentioned for GDCE. Follow the steps mentioned in the application portal and fill up the details. Document proof should be uploaded whenever asked.

9.2 Candidates are advised to use their working mobile number and E-mail address for the purpose of filling up application. There will be **NO** paper correspondence and all the information would be sent through SMS and E-mail. If in case no email is seen in inbox, please check your Spam Folder

9.3 After filling up the details and reading the declaration, click on the preview button. The applicants can go through the details on using the preview button. At any stage before final submission, the application can be edited by clicking the sections shown on the top. Once the application is submitted there is no scope for editing. Candidates are advised to download or take a printout of application once it is submitted.

9.4 In this selection, it is proposed to send the data like PF No., date of appointment, date of birth, community, present level of pay, caste etc. submitted by the candidates through ONLINE Applications to respective Division/Units for verification in from in order to make the candidate ELIGIBLE/NOT ELIGIBLE at the stage of conduction of Document Verification. After verification of particulars, no further verification will be done by RRC. Any deviation in the particulars filled-in will lead to cancellation of candidature. Hence, the Verifying Units should ensure the correctness of the date before submission to RRC after verification.

10. ONLY ONE APPLICATION:

10.1 The candidates may opt for any one OR all the posts notified in the Notification as per their eligibility/Educational Qualification. For this purpose of submission of applications for different posts notified, candidates need not login multiple times. Once they login to the portal, they may click on the posts they desire to apply under GDCE as per their eligibility/Educational qualification as prescribed.

10.2 Candidates should note that once they submit the application, they cannot apply again even if they want to apply for a different post. Hence due care should be taken while filling up details and posts being applied for.

Note : In case the application is rejected for any reason, SMS and E-mail alerts will also be sent to the candidates on their registered mobile number and email ID, furnished by them during their **ONLINE** application. Candidates whose application/candidature is rejected will NOT be intimated by post.

THE ELIGIBLE CANDIDATES SHOULD TREAT THAT THIS NOTIFICATION ITSELF IS AN ALERT NOTICE FOR CONDUCTING COMPUTER BASED TEST(CBT) EXAMINATION WHICH WILL BE ADVISED AT SHORT NOTICE BY RRC/SER.

11. Employees who are selected are liable to be posted to any Division/Unit of South Eastern Railway. **Those who are not willing for posting involving transfer, need not apply.** The allotment of division/unit of the selected candidates/employees will be at the discretion of the administration, subject to availability of GDCE quota vacancies. Candidates/Employee has no right to ask the Division/Unit of their choice.

12. A recent passport size colour photograph(not older than one month) without cap and without wearing the coloured glasses along with his/her signature below the photograph in jpg/jpeg file format should be uploaded ONLINE along with a photograph of signature.

13. The candidates shall also upload the Educational/Degree/Technical/Convocation/Passing Certificate and Caste certificates issued by competent authority.

14. SELECTION PROCESS :

14.1 The selection for the posts notified in the Notification will be by **Computer Based Test(CBT)**. There will be separate **Computer Based Test(CBT)** examination for each post for which the candidates have submitted their **ONLINE** application. The selection will be made strictly as per merit in the **Computer Based Test(CBT)** examination.

14.2 **GDCE** Quota is earmarked out of Direct Recruitment Vacancies. The standard of **Computer Based Test(CBT)** will be therefore as per the level of RRB examination of notified posts for open market candidates. The questions set in the **Computer Based Test(CBT)** will be of Multiple Choice Objective Type. **The question paper will be set In English and Hindi only** and the

questions are likely to include subjects pertaining to General Awareness, Arithmetic, General Intelligence & Reasoning. The Question paper will be of 90 minutes duration for 100 Objective Questions, each carrying one mark each.

- 14.3 There will be negative marking in CBT examination and marks will be deducted for each wrong answer @1/3 of the marks allotted for each question.**
- 14.4** For the post of **Assistant Loco Pilot, Aptitude Test** will be conducted for the candidates short listed as per merit in the **Computer Based Test(CBT)** examination.
- 14.5** For the post of **Jr.Clerk cum Typist & Sr.Clerk cum Typist, Typing proficiency Test of 30 w.p.m. in English/25 w.p.m. in Hindi** on Computer without editing tools and spell check facility will be conducted for the candidates short listed as per merit.
- 14.6** The **Computer Based Test(CBT)** examination will be conducted by **RRC/GRC** and the date of examinations will be notified by **RRC/GRC** in due course through SMS on registered mobile numbers & E-Mail address registered in the applications and on website of **RRC/GRC**.
- 14.7** There will be no supplementary examination for any candidate who are absent for **Computer Based Test(CBT)/Aptitude Test/Typing Proficiency Test** for whatever reason.
- 14.8** During examination candidates should read the instructions on the computer terminal DASH BOARD carefully and follow them scrupulously. Failure to comply with the instructions may lead to disqualification of candidature.
- 14.9** The recruitment process may change for any category of the post notified, as per the latest guidelines issued from time to time.
- 14.10** The candidates recommended for appointment will have to pass 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.
- 14.11** The panel will be formed strictly in the order of merit.
- 14.12** Employees selected under GDCE Scheme shall be subjected to initial training of the same duration prescribed for Direct Recruittees as the case may be.
- 15. MOBILE PHONES, PAGERS, CALCULATORS OR ANY OTHER COMPUTING/ COMMUNICATION/ ELECTRONIC DEVICE/GADGETS ARE STRICTLY PROHIBITED.**
- 15.1** Candidates are prohibited from carrying mobile phones, pagers, calculators or any other computing/communication/electronic device/gadgets to the examination enter. If any candidate is found to be in possession of such device/gadgets in working or in switched off condition in the examination hall, his/her candidature shall be cancelled forthwith and he/she will be debarred from future examinations conducted by RRC. In addition such employees are liable to be taken up under appropriate disciplinary/criminal proceedings.
- 15.2** Candidates are strictly advised, in their own interest, not to bring any valuables and prohibited items to the venue of the examination, as arrangement for safe keeping cannot be assured.
- 16. HALL TICKET (E-ADMIT CARD) FOR ONLINE EXAMINATION:**
- 16.1 E-ADMIT CARDS** to the eligible candidates will be made available on the website about two weeks before the **Computer Based Test (CBT)**. Eligible candidates should log in at the link provided on RRC website using Registration Number and DOB, download the **E-ADMIT CARD** and take a printout.
- 16.2** Candidates must bring their **E-ADMIT CARDS** duly obtaining the signature of the concerned supervisor/controlling Officer in the space provided on the **E-ADMIT CARD**, while appearing for

the **Computer Based Test (CBT)**. This tantamount to a relieving letter for the purpose of attending the **CBT** by the concerned controlling authority.

16.3 RRC will not entertain any request for any change in examination centre allotted to eligible candidates.

17. Document Verification/Medical Examination:

Document Verification and Medical examination will be done only for those candidates, who qualified in the CBT examination followed by Aptitude Test for the post of Assistant Loco Pilot, CBT examination followed by Typing Proficiency Test for the post of Jr.Clerk cum Typist and Sr.Clerk cum Typist and only CBT examination to the other posts. During Document Verification, the candidates have to bring all necessary documents in original. After satisfactory Document Verification, they will be directed for appropriate medical examination as prescribed at above Table under para-1. After being fit in the prescribed Medical Examination, the candidates will be considered for empanelment subject to fulfilment of other relevant criteria.

18. GENERAL

18.1 Before applying, the candidates should carefully read the instructions and ensure that he/she fulfils all the prescribed eligibility criteria at the time of **ONLINE REGISTRATION** of application as per the Notification.

18.2 The number of vacancies shown in this Notification are provisional and the same are liable to increase or decrease depending upon the actual needs of the administration at the time of finalization of selection.

18.3 The vacancies are to be filled in various Divisions/Units/Work Shops/HQrs. of South Eastern Railway. The selected candidates are liable to be posted anywhere on South Eastern Railway. Decision of Railway Administration in this regard shall be final.

18.4 Railway Administration reserves the right to alter the mode of examinations or re-conduct the CBT examination or to cancel part or whole of any process of the selection at any stage without assigning any reason.

18.5 RRC reserves the right to conduct the examination in batches on various dates and locations as decided by the RRC.

18.6 The selected employees under GDCE will have to pass the prescribed training courses prior to appointment to the post for which selected under GDCE wherever applicable.

18.7 The Scheme of GDCE will be implemented according to the guidelines issued by Railway Board and will be binding on all.

18.8 Candidate's biometric data capture and/or video/still photography will be done before admitting to the examination hall or in the examination hall/during the examination. Candidates must co-operate with examination conducting officials.

18.9 Sparing of the candidates for taking the examination and issuing necessary duty passes, if required, as per rule, will be the responsibility of the concerned office/unit/work shop where the candidates are presently working. No travel authority shall be provided by RRC.

19. MISCONDUCT/MALPRACTICE :

19.1 Candidates are warned that, they should not furnish any particulars that are false or suppress any material information while registering the **ONLINE** application.

19.2 Candidates shall not bring or attempt to bring any political or other influence to further his/her interest in respect of selection process.

19.3 Any misconduct on the part of the candidate at any part of the selection process is strictly prohibited and such misconduct will lead to disqualification of the candidature and also appropriate disciplinary/criminal proceedings.

19.4 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.

20. DECISION OF RRC TO BE FINAL:

In all matters connected with the GDCE notified vide this notification, the decision of the RRC will be final and binding on all concerned.

21. The employees are advised to check the website i.e. www.rrcser.co.in regularly till finalization of selection process for updates in the matter.

Bhallaicharya
(Kausik Bhattacharya) 18.3.2020
Chairman, Railway Recruitment Cell,
South Eastern Railway, Garden Reach.

Copy to :

1. Secy. to GM/SER- for kind information of GM/SER.
2. Dy. Secy. to AGM/SER- for kind information of AGM/SER.
3. CAO/Con/SER/GRC.
4. CWM/KGP/Workshop.
5. All PHODs/CHODs, SER/GRC
6. DRM-KGP/CKP/ADA/RNC
7. Chairman/RRB/MLDT.
8. Chairman/RRB/KOL.
9. Chairman/RRB/RNC.
10. Dy. CE/Workshop/SNY
11. Sr.DPO/DPO/SER-GP/ADA/CKP/RNC and WPO/KGP-WS
12. Dy.CPO(GAZ), Dy.CPO(HQ)/GRC
13. SPO(RE)/KOL.
14. SPO(M&EL)/SPO(HQ)/APO(CC)/APO (Co.ord)/ APO(HQ)/ GRC.
15. APO(Stores)GSD/KGP

for information
and circulation in
their respective
departments and
offices

Bhallaicharya 18.3.2020
Chairman, Railway Recruitment Cell,
South Eastern Railway, Garden Reach.